

Forming your Conference Planning Team

All information provided on the Forming your Conference Planning Team page is given below, for your convenience. Additionally, there is a spot to enter the name of the individual responsible for each position.

Long-Term Volunteers

Volunteer Position	Summary of Tasks	Skills and Attributes
<p>Conference Chair</p> <p>Name: _____</p>	<ul style="list-style-type: none"> • Oversees smooth execution of conference as a whole • Chooses volunteers and assembles the conference planning committee • Primary point of contact with the staff of Science Atlantic • Responsible for the final conference report 	<ul style="list-style-type: none"> • Can be a student or a faculty member • Organized and reliable • Leadership qualities • Good communication skills • Able to keep people, meetings and tasks on track • Good problem solving skills • Available 2-3 months after the event to prepare the final report and tie up any loose ends
<p>Secretary</p> <p>Name: _____</p>	<ul style="list-style-type: none"> • Takes minutes at committee meetings 	<ul style="list-style-type: none"> • Excellent writing skills • Able to produce and distribute minutes and action lists shortly following the meetings

<p>Webmaster</p> <p>Name: _____</p>	<ul style="list-style-type: none"> • Manages the conference website • Exports reports – registrants, abstracts, etc. – for use by other members of the conference planning team • May also do graphic design (or choose graphic designer) • Manages the conference Facebook page, if applicable (optional) 	<ul style="list-style-type: none"> • Website development skills and general computer competency • HTML knowledge an asset • Graphic design skills an asset • Ability to work with numerous people on various aspects of the website • Familiar with Facebook
<p>Chief of Public Relations</p> <p>Name: _____</p>	<ul style="list-style-type: none"> • Sends announcements to potential attendees • Communicates as necessary with registrants • Sets and manages registration dates • Coordinates online registration with Webmaster • Organizes on-site registration including registration kits and collecting payments • Writes news releases • In charge of creation of printed program activity schedule • Supervises volunteer photographers • Ensures that permission has been granted by all participants for photo use 	<ul style="list-style-type: none"> • Excellent writing skills • Photography skills an asset • Promotions experience an asset • Organized • Attention to detail • Ability to stay calm in hectic situations • Ability to multitask • Able to give clear directions to the registration team and registrants
<p>Treasurer</p> <p>Name: _____</p>	<ul style="list-style-type: none"> • Manages all financial aspects of the conference – income and expenses, making deposits and paying bills • Creates the budget • Determines registration fees based upon the value of costs provided by the Food and Venue Coordinator and the Fund Raising Coordinator • Completes and submits the final financial report 	<ul style="list-style-type: none"> • Experience in creating and using spreadsheets • Comfortable working with money • Able to work in close contact with the financial or Dean’s office • Available for 2-3 months following the event for reconciling financial information for the final financial report

Fundraising Coordinator Name: _____	<ul style="list-style-type: none"> • Creates the sponsorship package • Contacts sponsors • Collects sponsor logos/materials to be used for promotions • Thank sponsors 	<ul style="list-style-type: none"> • Strong writing and Word skills • Comfortable asking for money • Good customer service skills • Attention to detail
Food and Venue Coordinator Name: _____	<ul style="list-style-type: none"> • Negotiates and books hotel and meeting rooms • Creates floor plans/room assignments for meetings • Negotiates/books meal services and caterers/restaurants • Arranges entertainment (optional) • Signs contracts for services • Oversees poster presentation setup and teardown • Obtains A/V support 	<ul style="list-style-type: none"> • Good negotiation skills • Available to visit potential event sites ahead of time (i.e. lives close to conference location) • Available on day of event for setup/teardown
Guest Speaker Coordinator Name: _____	<ul style="list-style-type: none"> • Identifies and asks experts to be keynote speaker(s) • Obtains abstracts and photos from speakers to be placed on the event website and in the conference program • Act as a point of contact at the event • Obtain thank you gifts for the guest speakers 	<ul style="list-style-type: none"> • Excellent customer service skills • Available during the event to host guest speakers
Judging and Awards Coordinator Name: _____	<ul style="list-style-type: none"> • Reviews awards to be given at conference and their criteria • Solicits judges and chairs the judging committee • Provides the judging rubric • Ensures students receive individual feedback from judges • Ensures award winner information is provided to Science Atlantic promptly following the event 	<ul style="list-style-type: none"> • Typically a faculty member

Optional Roles

<p>Grad Fair/Trade Show Coordinator</p> <p>Name: _____</p>	<ul style="list-style-type: none"> • Solicits companies/schools to participate • Ensures tables and displays are set up as promised • Acts as on-site liaison 	<ul style="list-style-type: none"> • Good communication skills • Excellent customer relations” skills • Available on site during conference to respond to participant needs • Faculty member
<p>Field Trip Coordinator</p> <p>Name: _____</p>	<ul style="list-style-type: none"> • Solicits volunteer field trip leaders • Obtains field trip leaders • Obtains field trip descriptions for inclusion on website and in program • Books busses • Ensures all participant emergency medical and contact information is provided to field trip leaders 	<ul style="list-style-type: none"> • Good communication skills • Organized • Attention to detail
<p>Programming Competition Coordinator (Computer Science)</p> <p>Name: _____</p>	<ul style="list-style-type: none"> • Develops problem sets (with contributions) • Solicits judges and chairs the judging committee • Liaises with ACM to meet their competition requirements • Supervises programming competition on site • Ensures winner information is provided to Judging and Awards Coordinator 	<ul style="list-style-type: none"> • Faculty member
<p>Problem Solving Competition Coordinator (Mathematics)</p> <p>Name: _____</p>	<ul style="list-style-type: none"> • Develops problem sets (with contributions) • Solicits judges and chairs judging committee • Supervises problem solving competition on site • Ensures winner information is provided to Judging and Awards Coordinator 	<ul style="list-style-type: none"> • Faculty member