Thank you for your interest in participating in our 1st annual ATD Regional Conference. There are a number of roles to fill in order to make this conference a success. As you consider volunteering for this event, please consider chairing on of the committee necessary to plan a great event.

Below you'll find a description of each committee. As a chair you will determine this portion of the conference and be responsible for the execution of the tasks required to be successful. We estimate an average of 1-2 hours a week will be required in order to effectively execute a chair role. As we get closer to the April 3rd conference date, more activity will potentially be required for the committee. Please consider helping us, we're only as successful as the dedicated volunteers willing to support this event!

Volunteers Committee:
Responsibility: Support all phases of conference planning and implementation based on assignments.

Member Qualifications: Problem solving, Flexibility, ability to work under pressure and tight timeframes, work within a team.

Committee Chair: Will participate in regularly scheduled committe & conference calls. Develop/Maintain, communicate and implement key deliverable Project Plan.

Member Tasks: Assigned (based on preference) to and Support all teams, (Design, Operations, Technology, Marketing, Social Media, Sponsorship) throughout the planning and day of conference. Example tasks include creating name badges, registration, room presence, directing attendees & speakers, stuffing bags

Exhibitor Committee

Responsibility: Identify potential sponsors and exhibitors, connecting and guiding them through engagement with us. Supporting their needs before and during the conference.

Member Qualifications: Familiarity with industry vendors, companies, providers, understanding of audience, comfort approaching potential supporters, ability to work within a team and a tight time frame.

Tasks:
•Coordinate with internal Committees, Local Chapters, National ATD to identify and connect with potential sponsors and exhibitors.
•Source other arenas – e.g. similar conferences, past (unavailable) presenters
•Connect with past Sponsors & Exhibitors to determine interest.
•Develop floor map assignment of each sponsor & exhibitor
•Support Exhibitors day of for whatever they may need

Operations Committee

Responsibility: Secure a location for the Event and coordinate all logistics leading to and on day of event.

Member Qualifications: Ability to work under pressure and within tight
deadlines; work/coordinate tasks within a team, focus on detail, identify and resolve conflicts and issues.

Team Leader:
•Will participate in regularly scheduled Conference Advisory Board meetings.
•Develop/Maintain, communicate and implement key deliverable Project Plan.
Committee Tasks:
•Explore Hotel/Conference facility options and present proposals for three different options. Make a recommendation for the optimum space to the Conference Chairs
•Assess/refine space and configuration requirements (to include for presenters, staff/volunteers, participants, exhibitors), book and execute contract for the necessary space.
•Coordinate, communicate and work with other key committees to ensure logistical needs are coordinated and addressed throughout the planning and on conference day.
•Work with outside vendors to secure related goods and services at most economical cost.
•Assess and book transportation needs (if necessary)
•Create session evaluations and provide to tech committee for distribution

Technology Committee

Responsibility: Update Website to reflect current year, ensure email access, make live Participant and Sponsor on-line registration; Populate it with Presenter and other information pre and post conference. Work with Social Media on ongoing basis to ensure necessary support and with Operations to ensure computer and AV needs for day of conference.

Member Qualifications: Experience with simple web hosting and web design using templates. Social Media experience preferred.

Team Leader:
•Will participate in regularly scheduled Conference Advisory Board meetings.

•Develop/Maintain, communicate and implement key deliverable Project Plan.
Tasks:
•MakeWebsite live and running properly
•Ensure email access
•Load and ensure appropriate linkages to ensure on-line registration and payment
•Load (ongoing) Presenter information.
•Establish social media capabilities to support event marketing and communications
•Distribute digital evaluations post sessions

IT Registration Team

Responsibility:
Print Name Badges, Printing, Support Registration day of Event

Tasks:
•Print name badges before event
• Perform on-demand printing at event for last minute badge needs

Communications/Marketing Committee:

Responsibility: Establish and execute a Marketing and Communication plan to raise awareness, secure sponsors and exhibitor and drive registration.

Member Qualifications: Writing and communication strength, familiarity with social media, ability to work within tight time frames.

Team Leader:
•Will participate in regularly scheduled Conference Advisory Board meetings.
•Develop/Maintain, communicate and implement key deliverable Project Plan.

Tasks:
•Determine the overall communications plan.
•Coordinate with IT Committee to establish/ schedule/implement Registration plan.
•Coordinate with Social Media to push communication, engage audiences.
•Plan, develop and manage printing of Welcome Packages*** and Brochure
•Create name tags
***welcome packages w/ AMA (schedule of events, maps, tickets, paper, pen, trinkets, instructions)

Programming/Design Committee:

Focus: Finalize the theme and focus of the event, design the overall event structure and secure a keynote speaker and screen and select all presenters

Member Qualifications: Familiarity with trending topics, understanding of potential   audience, ability to work within a team and a tight timeframe.

Team Leader:
•Will participate in regularly scheduled Conference Advisory Board meetings.
•Develop/Maintain, communicate and implement key deliverable Project Plan.
Tasks:
•Finalize the overall focus and theme of the event
•Identify key topics for the event, and ensure that these topics are relevant, of interest to, and at the right level for our target market
•Determine the overall structure and flow of the event, including keynote, closing and concurrent sessions
•Communicate/coordinate with Presenters on needs and other logistics i.e. travel, room, technology