

ADDENDUM C: CONFERENCE PLANNING COORDINATOR

1. Develop registration forms and materials for a website to be available and distributed to schools and stakeholders no later than March 15.
2. Receive and process conference registrations and tabulate meal counts, assign workshop participants. Have updated registration available for the Conference Planning Committee prepared and updated weekly beginning May 1.
3. Design, print, and assemble conference name tags.
4. Staff the registration "desk" from Monday morning through Wednesday afternoon, with IAAE Board members doing the bulk of registration the first morning of the conference.
5. Take & process phone calls & e-mail messages regarding conference.
6. Make arrangements with hotel, facilities, and caterers as to room set-up and meal needs. Reserve a site and make meal arrangements for the fellowship picnic with the conference chairperson. Arrange refreshments for workshops on and off site.
7. Purchase conference pocket folders, organize materials for registration packets. Compile all materials for registration packets and prepare these packets with the assistance of Conference Planning Committee and IAAE Board.
8. Design, distribute, and collect evaluation forms. Compile and distribute evaluation reports to Conference Planning Committee and IAAE Board at least two weeks prior to the first conference planning meeting.
9. Attend conference planning committee meetings. Typically four per year held in the Ankeny area at your own expense.
10. Assist the trade show coordinator for the summer ag ed conference. Organize materials, contact potential exhibitors, and collect registrations from trade show exhibitors. Create name tags, assign exhibit space, and work with conference planning committee members to assist in trade show set up.