

8.6.6 Local Events Coordinator <SPO 2008>

The importance of a well-informed, well-prepared Local Events Coordinator cannot be overemphasized. This individual must be familiar with all aspects of the conference and have an in-depth knowledge of requirements of local planning.

Appointment Process

At least four years prior to the annual conference, the president(s) of the appropriate AMATYC affiliate(s) will be contacted by the Conference Coordinator working with the appropriate AMATYC Vice President(s) to request that the officers of the affiliate(s) recommend one to three persons for consideration for that Local Events Coordinator position. Whenever possible, the Local Events Coordinator should reside in or near the conference city. AMATYC strongly discourages the appointment of co-chairs for the national conference. The Conference Coordinator will encourage the affiliate officers to inform the entire membership of the affiliate of this opportunity and solicit volunteers prior to making their recommendation. The Conference Coordinator will submit the names of persons recommended by the affiliate officers at the fall Board meeting three years prior to the conference date, for approval by the Executive Board.

Term of Office

The term length is three years. The starting date for the Local Events Coordinator for the conference in year C is immediately following the end of the conference three years prior to the conference, and the ending date is at the end of the conference in year C. The term limit is one term. <FBM 2007>

General Duties

1. Be accountable to the Executive Board through the Conference Coordinator and the President. Submit information to the Conference Coordinator for the preparation of a progress report for the Executive Board for all spring and fall Board meetings prior to conference.
2. Organize the local committee and make recommendations to the Conference Coordinator and the President-Elect. This committee is to be approved by the Conference Coordinator. Persons appointed must maintain AMATYC membership for the duration of the appointment. The list of members of this committee will be forwarded to the AMATYC President who will send a letter or email acknowledging their appointment.
3. Be responsible for seeing that all local conference committees function within the timetable and policy that has been established by the Executive Board.
4. Communicate all activities of local committees to the Conference Coordinator.
5. Submit materials pertaining to the local area for the conference publications (December postcard, spring flyer, miniprogram and conference program) according to the timetable and policy. (All flyers and other printed material pertaining to the conference are in this category.) Articles are also submitted to the *AMATYC News*. The Conference Coordinator and Executive Director will oversee the preparation of

these publications. Information for publications should be entered as Microsoft Word files, and sent to the Conference Coordinator as email attachments.

6. Proofread publications and provide local publicity.

Year C-2 Duties

1. Provide a sketch of the conference logo to Conference Coordinator.
2. Attend the conference in year C-2, if possible. Note that there is no support provided by AMATYC for attending this conference.

Year C-1 Duties

1. Participate in the site refresh visit in the year prior to the conference, in conjunction with the Conference Coordinator, Program Coordinator, and any individuals shadowing these positions to make final space assignments. A local planning committee meeting can also be scheduled at this time for planning purposes.
2. Attend the conference in year C-1. Some support is provided by AMATYC for attending this conference.
3. Observe the Local Events Coordinator as much as possible at the conference in year C-1, and provide assistance to the Local Events Coordinator wherever possible.
4. Concentrate on organizing regional support during the conference in year C-1.
5. Advertise the year C conference during the conference in year C-1 by providing materials from the Convention and Visitors' Bureau, and staffing a table in the conference registration area at designated hours.
6. Attend the planning meeting for the conference in year C during the conference in year C-1. Members of the Local Committee are invited to attend this meeting also. Prepare written recommendations for improvements for future conferences.
7. Summarize the evaluation report for the conference in year C-1 and submit a written report to the Conference Coordinator within six weeks of the end of the conference. (See [Conference Evaluation Chair](#) section for more details.)

Year C Duties

1. Form partnerships with local companies, local publisher and software representatives to sponsor special conference items or events provided that current policy relating to donations is followed. The Conference Coordinator approves all conference donations prior to receiving the donation.
2. Provide for local storage and inventory of and transportation to conference site of all conference materials arriving July - November prior to the conference.

3. Borrowing equipment from local colleges is not expected, but if such arrangements are made, AMATYC will assume the responsibility of damage or loss of equipment that is borrowed from local institutions. If a letter to school officials is needed, notify the Conference Coordinator.
4. Make arrangements for transportation of computer hardware to and from any off-site locations.
5. Select food and beverage from menu provided by hotel for the professional networking/hospitality room and provide to the Conference Coordinator at least six months prior to the conference. NOTE: Do not discuss prices with the hotel staff. (See [Hospitality Activities](#) section for more details.)
6. Plan guest program, if any.
7. Recommend tour company and tours (in collaboration with the Conference Coordinator who negotiates the contract, if any) to be offered and provide the proper information for inclusion in the miniprogram and the conference program. (See [Tours](#) section for more details.)
8. Advise on arrangements for transportation between conference sites (if appropriate) and off-site activities.
9. Secure local information from the Convention and Visitors' Bureau to be distributed at the information desk at the conference or placed in attendees' bags. Solicit and schedule volunteers to work at the information desk throughout the conference. (See [Information Desk](#) section for more details.)
10. Review the hotel's resume of conference arrangements in writing. Make any corrections to the resume prior to the start of the conference and send to the Conference Coordinator.
11. Attend a meeting to be held just prior to the conference with hotel personnel, the Treasurer, Conference Coordinator, Executive Director, President, the professional conference planning company, and the Program Coordinator to review the hotel's resume prior to the conference.
12. Provide directional and informational signage for the conference. (See [Signs](#) section for more details.)
13. Make special accommodations for VIP speakers (airport arrival/departure) if requested.
14. Arrive at the conference hotel on Monday of conference week, and work with the Conference Coordinator to ensure that all local arrangements are carried out.
15. Allow the incoming Local Events Coordinator to observe and go over conference procedures with him/her as time permits.
16. Assemble and place materials in conference bags (Tuesday afternoon/evening).

17. Organize and staff the hospitality, professional/networking, and Internet access functions. (See [Hospitality Activities](#) section for more details.)
18. Select and place special items/gifts and decorations (if any) for the AMATYC-sponsored Saturday morning breakfast. When the item/gift has been selected, notify the Conference Coordinator, who will work with the office staff to get samples or order the item.
19. Plan and implement the Executive Board "thank you" event for members of the local committee. This event must be completed so that any bills can be received by the AMATYC office no later than December 15 following the conference.
20. Write thank-you letters to local committee chairpersons. Send copies to their college presidents.
21. Ensure all bills incurred by the local arrangements committee are within budget and policy; sign and forward vouchers and bills to the Conference Coordinator for approval. The Treasurer pays all bills that are budgeted for the conference, but only after approval by the Conference Coordinator. Any bills that are over the budgeted amount cannot be paid by the Treasurer unless Executive Board or Expenditure Approval Committee approval is obtained. Approval must be obtained PRIOR to expenditure. AMATYC is not responsible for expenditures that are over budget and not approved prior to the expenditure.
22. Send all bills to the Conference Coordinator as soon as possible after the conference. (Bills must be received by Conference Coordinator no later than December 10 in order to be submitted to the year-end close-out deadline of December 15.)

Conference Evaluation Chair

The Local Events Coordinator attends the conference in year C-1 and serves as the Conference Evaluation Chair for that conference to compile a written report that summarizes the conference evaluation of that conference. An evaluation of the conference is necessary to keep the Conference Coordinator, the Conference committee, and the Executive Board aware of the needs of the participants. An effective evaluation process is necessary to maintain the level of quality expected at AMATYC conferences.

The distribution, collection, and processing of session evaluation forms will be coordinated by the Program Coordinator and has the following components:

1. Session Evaluation Form, to be distributed by the presider at the beginning of each session and picked up by the presider at the end of the session.
2. Presider's Report, enclosed in each presider's packet.
3. Evaluation forms and presiders reports should be returned to the speaker/presider check-in station or other designated location by presiders.
4. The Program Coordinator analyzes this data and compiles a report which is made available to the AMATYC President, Conference Coordinator, and Exhibits Chair.

5. The Exhibitor's Evaluation will be coordinated by the Exhibits Chair and given to each exhibitor on Friday or Saturday and collected and analyzed by the Exhibits Chair.

It is the duty of the Local Events Coordinator acting as Conference Evaluation Chair to:

1. Prepare a summary evaluation of the conference to send to all members of the Executive Board, the Conference Coordinator, and the next year's conference committee chairpersons within 2 months following the conference.
2. Observe as many aspects of the current conference as possible and offer comments and recommendations at the planning meeting and in the evaluation report.