

Conference Coordinator role

August / September

- Review reflection sheets from conference
- Review conference newsletter with newsletter editor
- Email thank you letter and conference newsletter to Hotel and to all presenters
- Set date, time and place for conference program envelope packing and conference bag packing, for the following year
- Prepare a list of possible presenters for committee approval

October / November

- Confirm conference theme with committee
- Allocate jobs to committee members to assist with conference eg. Conference decorations, dinner invitations, committee scarves, quiz
- Book DJ
- Review hotel contracts with Conference Secretary and sign

December

- Email letters to 18 presenters (including Keynote and Plenary) to find out availability to present at conference
- Confirm Keynote and Plenary and advertise on website and December newsletter

January / February

- Email confirmation letter and Audio Visual requirements to presenters by end of February

March / April

- Ensure all presenters are locked in
- Request presenters biography and their permission for uploading on website
- Put conference program together in consultation with conference secretary
- Obtain print quote for conference program

May / June

- Email conference program to all education contacts; school principals, registrars, PTCWA etc. (after all members have had the 3 week early registration period)
- Email conference program to presenters
- Follow up with presenters whether they want to provide items in the conference bags and arrange delivery or collection of items (2 weeks prior to bag packing date)

June / July

- Send out follow up letters to presenters including accommodation and parking information and request tax invoice from presenters or statement of supplier form
- Forward information sheet to presenters advising room, session time and delegate numbers, once confirmed by conference secretary
- Meet with Hotel to confirm AV requirements, food selections, room allocations etc. - 2 weeks prior to conference