

Conference Secretary Role – Delegate Selections

January/ April

Assist Conference Coordinator with creating a list of presenters and anything required for conference.

May / July

- After mailout of conference program, to members and then non-members, the treasurer will receive registration forms and forward them for letters to be issued.
- prepare letters to delegates advising them of selections for conference. (Posted within two weeks of receiving registration forms.)
- Keep a register of delegates names and selections, as well as a total of people in each session.
- Prepare delegate lanyard inserts, listing sessions and times
- Prepare certificates for delegates listing sessions attended.
- Prepare certificate of thanks for presenters and D.J and any other guests
- Confirm number attending dinner with coordinator
- Select and order paper for delegate certificates

July

- Finalise numbers for conference and advise hotel
- Print certificates
- Confirm numbers with treasurer
- Meet with Hotel to discuss final details with conference coordinator