

Conference Planning Committee for the 10th National Monitoring Conference

The Conference Planning Committee Needs YOU

Conference Planning Committee

- Program committee
- Local committee
- Extended sessions committee
- Awards committee
- Sponsorship/exhibitors committee
- Plenary committee
- Volunteer monitoring committee



The Program Committee

- Develops the Hold the Date notice, Call for Abstracts, announcements and items for the website
- Reviews the abstracts, accepts/rejects abstracts, and crafts sessions for the agenda (through 4-5 teams) including titles, moderators, etc.*
- Puts the agenda/program together, including workshops and extended sessions, networking sessions, activities, meetings**
- Follows up on issues, problems, gaps related to the conference agenda and program**

**now to include a championed session wrangler, networking session subcommittee?*

***with support from an outside contractor*

The Local Committee

- Composed of folks who live near the venue
- Plans, develops and organizes field trips, including local logistics – this includes descriptions for the program, some local staffing if needed, transportation, costs, etc.
- Provides local info re: places to eat, things to do in town, etc.
- May recruit a local speaker for the plenary
- Helps with equipment (e.g. computers, projectors) and with staffing at the conference
- Helps with the 5k run
- Drums up local support for the conference, including local sponsors

The Extended Sessions Committee

- ▶ Tracks all abstracts that propose extended (90 minute or more) sessions such as workshops, panels, and short courses
- ▶ Reviews, accepts/rejects extended session abstracts and may negotiate with session leads
- ▶ Works with accepted session authors to determine their needs, communicate Planning Committee requirements (e.g. re: internet, seating, a/v), get final descriptions of sessions for agenda, ensure that all speakers/presenters are confirmed etc.

The Awards Committee

- Puts out call for nominations for the Elizabeth Fellows Award, the Vision Award, and the Barry Long Award
- Reviews nominations and selects winners
- Communicates with winners/gets biographical info/ensures they can attend/writes up info for agenda

The Sponsorship/Exhibitors Committee

- Works with lists of past sponsors and exhibitors, develops additional possible sponsors/exhibitors with help from local committee
- Contacts potential sponsors/exhibitors, tells them about our conference, seeks their participation and support
- This committee brings in the big bucks for the conference!

The Plenary Committee

- ▶ Finds and invites interesting speakers for opening and closing plenary sessions
- ▶ Organizes and develops agenda for both plenary sessions
- ▶ Confirms plenary speakers and works with them re: length of presentations, a/v needs etc.

The Volunteer Monitoring Committee

- Advertises conference to volunteer monitoring community, encourage abstract submittal
- Develops volunteer monitoring content for the conference
- Solicits applicants for volunteer monitoring travel scholarships provided by YSI sponsorship and 5k run
- Reviews applications, awards scholarships, tracks spending, ensures YSI receives recognition

And all Important: the Role of NALMS

- Secures the venue and the hotels; arranges for the food, the breakout rooms, the plenary rooms, the exhibit halls, the poster boards, the equipment; negotiates rates; deals with the fire marshal, the conference and tourism board, the convention center, the electricity, a/v and internet suppliers – you name it.
- Develops the Master Abstract Spreadsheet
- Develops and manages the conference website, the abstract submittal process, the registration process, the exhibitor registration, the sponsorships; produces the Conference Program; staffs the conference registration booth. And probably a lot more!

Key Dates in the Conference Planning Process

- Select site for conference – Done
- Save the Date sent out – February 2015
- Call for Abstracts sent out – March 2015
- Abstracts due and review teams set up – September 2015
- Finalize sessions; confirm plenary speakers – December 2015
- Conference registration website open – December 2015/January 2016
- Notify presenters/moderators, send out instruction packets – January/Feb 2016
- Final conference program developed – March 2016
- The conference: May 2016

Conference Planning Breakout

► Goals:

- ✓ Develop a structure for the conference (e.g. start and end times, when to have field trips and plenaries, etc.)
- ✓ Discuss and finalize a set of overall themes for the conference (to be used in the Save the Date notice and Call for Abstracts)
- ✓ Brainstorm ideas for improving the conference, increasing networking opportunities, and streamlining the conference planning process
- ✓ Have more fun than the other breakout groups

Questions? Volunteers?

- ▶ Please ask any questions, share your ideas, and volunteer your time, enthusiasm and expertise

