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8.4 Conference Coordinator

Appointment Process

The Conference Coordinator is recommended by the President and appointed by the Executive Board.

Term of Office

The term length is five years. The starting date of each term is January 1, and the ending date is December 31. The term limit is two consecutive terms; exceptions may be granted by the board to waive the term limit for extenuating circumstances by a 2/3 vote of the entire board, or 9 votes. <FBM 2007>

General Duties

1. Oversee all AMATYC conference planning.
2. Serve as budget manager for the annual conference, and approve conference expenditures as designated in the financial section of the Policy and Procedures Manual. Work with the Executive Director and Treasurer to develop the conference budget.
3. Coordinate other AMATYC conferences as needed. This includes special events, summits, or meetings sponsored by AMATYC grants. Also, serve in an advisory capacity to summer institute directors, regional meeting organizers, or affiliates.
4. Serve as AMATYC's contact with the professional conference planning company, conference meeting facility (hotels and convention center), secondary hotels, convention and visitors' bureaus, and suppliers of audio-visual equipment, exhibition services, etc., and serve as liaison between these vendors and the AMATYC Board.
5. Ensure that the addendum to the Policy and Procedures Manual that is prepared by the Secretary is accurate and is distributed to the Assistant Conference Coordinator, all appointed Local Events Coordinators, and appointed conference committee chairpersons.

Duties Related to Conference Committee

1. Make recommendations for appointment of Assistant Conference Coordinator, Program Coordinator, Presider Chair, Exhibits Chair, Advertising Chair, and Local Events Coordinator, to the President-Elect.
2. Meet with each newly appointed Local Events Coordinator and go over conference-related items listed in the Policy and Procedures Manual.
3. Inform new conference committee chairpersons that major changes as approved by the Board will be forwarded to them one month following the conference.
4. Serve as an advisor to the Local Events Coordinators, Program Coordinator, and all conference committee chairs.
5. Monitor activities of the Assistant Conference Coordinator.
6. Monitor activities of Local Events Coordinator to ensure quality and consistency of the annual conference. Provide the Local Events Coordinator with necessary information to facilitate the timely accomplishment of duties.
7. Ensure that all Local Events Coordinators function within the time table that has been established by the Executive Board.
8. Keep future Local Events Coordinators updated on policy changes and monitor progress in conference planning for all future conferences.

Duties Related to Conference Planning

1. Work with the conference planning company to prepare a list of cities to be visited in the site selection process for the coming year. The list of potential cities along with strengths and weaknesses of each should be provided at the Fall Board meeting.
2. Chair the site inspection team for future conferences. Work with the professional conference planning company and the President-Elect to initiate and coordinate the site inspection. In conjunction with the team, prepare a written report comparing the proposed cities and conference facilities for Board consideration.
3. Ensure the Exhibits Chair is consulted during the site selection process for future conferences.
4. Negotiate all contracts related to the conference facilities for future conferences, working with the professional conference planning company, President, President-Elect, Past-President, Treasurer, AMATYC Legal Advisor, Executive Director, and Assistant Conference Coordinator.
5. Negotiate and review all contracts relating to conference business, such as audiovisual and exhibition services, before forwarding to the Executive Director for signature. Work directly with contracting agency or with the conference planning company to resolve any contract issues.
6. Prepare written reports showing the planning status of all conferences, and motions for all Executive Board meetings. Participate in these meetings as a nonvoting advisor, keeping track of all conference related decisions. Promptly communicate these decisions to the appropriate conference chair or sub-committee chair.
7. Report any concerns with conference planning or deadlines to the President or Executive Director.
8. Monitor conference program planning and general conference planning.

9. Facilitate conference program planning among the Program Coordinator, Presider Chair, Exhibits Chair, Advertising Chair, Local Events Coordinator, Assistant Conference Coordinator, President, Executive Director, AMATYC office, and external vendors and agencies to ensure timely completion of program staffing and conference publications.

Duties Prior to the Conference

1. Chair a site refresh visit team for each conference. Coordinate with the President or President-Elect (whichever will preside), Program Coordinator, Local Events Coordinator, and any individuals shadowing those positions to schedule the refresh visit 12 to 18 months prior to the conference to ensure physical arrangements are in agreement with the contract. Adjust space assignments as necessary.
2. Ensure that all conference-related contracts are reviewed by the President, President-Elect, Past-President, Treasurer, AMATYC Legal Advisor, Executive Director, and Assistant Conference Coordinator prior to signing by the Executive Director.
3. Monitor hotel and convention center compliance with contract matters and apprise President and/or Executive Director, and professional conference planning company if problems arise.
4. Monitor guest room block, meeting space needs, overflow hotel needs, and technology access in consultation with the conference planning company and make adjustments as necessary. Keep the President, Executive Director, and Treasurer informed. <FBM 2014>
5. Coordinate with the Executive Director the preparation of conference publications.
6. Proofread or find some other qualified person to proofread the miniprogram and the conference program booklet.
7. Coordinate all orders for materials, printing, and supplies through the AMATYC Office. AMATYC is sales tax exempt in the states of Tennessee and New York and that status varies from state to state. Ensure the office selects and purchases pens, pad of paper, and a bag for each conference attendee's registration, as appropriate to the conference budget.
8. Ensure that all conference forms and printed and electronic copy pertaining to vendors comply with hotel or other vendor requirements and are approved in writing by such vendors prior to publication. Perform other duties as outlined on the master timeline.
9. The Conference Coordinator or President shall send name/address/phone/email information for keynote and breakfast speakers to the office for inclusion on the conference mailing list. This should also be done for any other special invited speakers, award recipients, or guests. Copies of all correspondence regarding invitations should be sent to the office simultaneously with the mailing of the invitation.
10. Provide the Executive Director and Office Staff with a timeline and wording to fulfill the following policy: AMATYC should communicate by email with all attendees and exhibitors warning them of Internet poachers/spammers who may seek to book rooms on their behalf. The communication should also reiterate the procedure for making guest room reservations at the conference hotel and the benefit to AMATYC for attendees using the AMATYC-sponsored room block.
11. Coordinate with the Treasurer, the listing of individuals whose guest rooms are to be placed on the AMATYC master hotel account. Ensure the Presidential Suite and any other suites listed as concessions in hotel contracts are filled according to AMATYC

- policy. Ensure all suites are booked for check-in on Saturday before conference week. Ensure sufficient persons are placed on the master hotel account to absorb all earned complimentary room nights associated with hotel contract.
12. When complimentary guest rooms are earned at multiple hotels, assign AMATYC personnel who receive reimbursement for hotel accommodations to a specific hotel to take maximum advantage of earned complimentary rooms.
 13. Ensure the Exhibition Company prepares an exhibits floor plan layout. Layout should be approved by Exhibits Chair and Conference Coordinator and submitted electronically to the AMATYC office.
 14. Preview resume (agenda or staging guide). Make any corrections prior to the beginning of the conference and discuss with the professional conference planning company representative.
 15. Make menu selections for all food and beverage events (President may provide input).
 16. In conjunction with the Executive Director, guarantee the amount of food needed for each conference food function of AMATYC. This guarantee is required anywhere from one to three days before the event. Be sure to have on site a copy of the hotel contract for reference.
 17. Arrive at the conference hotel on Saturday prior to conference week to attend Executive Board meeting, meet with hotel staff, meet with the conference committee, assist in setting up registration and exhibits, and resolving any problems that arise.
 18. In conjunction with the Treasurer, Executive Director, and others as designated, meet with hotel and convention center staff immediately prior to the annual conference to clarify issues surrounding conference events and payment of the bill at the beginning and conclusion of the conference.
 19. Enter and manage conference schedule information and program details in the conference app or work with another qualified person identified to complete this task in a timely manner. <SBM2017>
 20. Schedule focus groups and small meetings as requested within policy. <SBM2017>

Duties at the Conference

1. Ensure that space and a table is available for AMATYC Foundation fundraising near the registration area. <SBM2017>
2. Save all reusable signs and banners and give them to the AMATYC office personnel for use at the next conference.
3. Meet with conference committee chairs just prior to the annual conference to review their duties and responsibilities and to plan strategically for future conferences.
4. Conduct an annual conference planning session at each conference to foster planning for the upcoming conference.

Duties after the Conference

1. In conjunction with the Treasurer, Accounting Director, and Executive Director, review and approve the organization's final invoices related to the conference, including statements from the hotel, convention center, audiovisual company, exhibitor company,

temporary labor and security, and the professional conference planning company.
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2. Write thank you letters to conference committee and send copies to their college presidents.