

CONFERENCE PLANNING

(see separate *TLA Conference Planning Manual* for complete description)

The Co-Chair of the Conference Planning Committee shall be appointed by the Vice President/President-Elect during the April – May term prior to his/her taking office as Vice President/President-Elect.

- In collaboration with the appointed Co-Chair of the Conference Planning Committee, the Vice President/President-Elect also appoints (during the April-May term prior to his/her taking office as Vice President/President-Elect) a Co-Chair for each Conference Planning Sub-Committee
- All appointees serve a two year term and work with Conference Planning Committee leadership appointed by previous Vice-President/President-Elect during the first year of the term and with the Conference Planning Committee leadership appointed by the succeeding Vice-President/President-Elect during the second year of the term.
- The Co-Chairs shall attend all TLA Board of Directors meetings and shall submit quarterly reports on activities and an annual evaluative written report to the membership at the final Board of Directors meeting for the fiscal year.

The Conference Coordinator is appointed by the Executive Committee for a 2 year term (with reappointment possible). The Conference Coordinator will:

1. Work with ConferenceDirect to plan locations for future conferences, which are usually contracted for 2 years in advance of actual conference date.
 - Make site visits to possible locations, if required. (Mileage for said trips will be reimbursed by TLA.)
 - Be signature authority on all conference facility agreements and on any subsequent addenda to said agreements.
 - Determine the lodging block requirements and be signature authority with hotel, if separate agreement is required.
 - Coordinate with the TLA Executive Director all necessary deposits/payments for facility and lodging venues.
2. Work with in-coming Vice President/President-Elect to name Conference Committee Co-Chair and SubCommittee Co-Chair for the conference to be held during that persons TLA presidency.
 - Ascertain that information on these assignments is distributed as necessary.
3. Work with Conference Co-Chairs and Conference SubCommittee Co-Chairs to plan the next annual conference.
 - Serve as a resource person on facility questions/concerns.
 - Ascertain that the conference planning schedule is followed.
 - Ascertain that any off-site venues are appropriate and that TLA liability issues are addressed by the TLA Executive Director.
4. Work with the Conference WebMaster and Graphic Artist Liaison to:
 - Ascertain that the information is available on the website
 - Ascertain that the conference program is completed according to schedule.
5. Work with the TLA Scholarship Committee to:
 - Develop assignments for the Conference Interns.

In recognition of this service to TLA, the Conference Coordinator will receive full member registration at the conference and 4 nights lodging (Tuesday – Friday) during the conference.