

Minnesota GIS/LIS Conference Planning Committee

Sub-Committee Descriptions and Tasks

Each committee described below works as a sub-committee of the Conference Planning Committee. The sub-committees determine their own schedules and meeting locations. The conference planning committee is comprised of the conference chair and chair elect and a representative of each sub-committee. The conference planning committee meets monthly at Ewald Associates offices in St. Paul.

Program Committee

The program committee sets the tone of the conference. This committee chooses a theme and selects keynote speakers. An offshoot of this committee is the Speaker committee. This committee's role has changed over the years and is the primary responsibility of the Chairperson and Chair-Elect.

- Select keynote and closing speakers
- Prepare application form and instructions for the Call For Papers
- Send out the Call for Papers in a timely manner
- Prepare GIS/LIS News news releases regarding the conference
- Apply appropriate communications to the website
- Act as a coach in getting other committee assignments completed in a timely manner
- Review the Preliminary and Final Program
- Chair to coordinate all conference committee tasks with Ewald Consulting

Workshop Committee

The workshop committee determines the workshop schedule and finds topics and instructors to complete the workshops.

- Develop list of workshops (based on member review process)
- Acquire instructors for workshops
- Schedule workshops
- Acquire moderators for workshops
- Coordinate off-site workshops at the conference
- Chair to coordinate workshop tasks with Ewald Consulting and conference chair

Sessions (abstracts) Committee

The sessions committee reviews all abstracts and groups them into a marketable schedule

- Review and scrutinize Abstracts
- Categorize Abstracts
- Develop the schedule for presentations, project and product demos, and posters
- Coordinate the moderators for each bank of sessions
- Chair to coordinate sessions tasks with Ewald Consulting and conference chair

Entertainment Committee

The entertainment committee is in charge of setting up conference entertainment events

- Acquire ideas and feedback from previous conferences

- Develop Wednesday (after workshops) welcome event

- Develop Thursday Vendor Reception

- Develop Tuesday evening events (tasting?)

- Provide descriptions of events for use in newsletter and conference materials

- Chair to coordinate entertainment tasks with Ewald Consulting and conference chair

Facilities Committee

The facilities committee is in charge of coordinating the facility itself,

- Determine which rooms will hold which sessions and workshops (in conjunction with appropriate committees).

- Arrange off-site workshop location(s)

- Determine need for signs and their placement.

- Determine need for off-site transportation if needed (to workshops).

- Determine location for workshop lunches.

- Acquire registration volunteers.

- Arrange any decorations for the conference.

- Arrange for photographer (volunteer?).

- Chair to coordinate facilities tasks with Ewald Consulting and conference chair

Communication Committee

The communication committee is responsible for getting out conference information.

- Assist Conference Chair with web site articles and materials.

- Assist Conference Chair with Newsletter articles.

- Determine potential for advertisement (national/regional magazines, web site links to our site, etc.)

- Arrange any publicity.

- Seek out new vendors and provide contact info to Ewald.