

WRNC Conference Responsibilities

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February/March

Send email to committee with evaluation compellations/summary. This includes a summary of the suggestions made on the evaluations and in the board meeting.

Lead email discussion of evaluations.

Send follow-up email with summary of decisions made and those held for further discussion.

June

Email committee on any items remaining from March discussion and begin session program planning.

Follow-up email to committee listing session suggestions that have been made so far

Start contacting potential speakers for suggested sessions.

Summer

Contact potential speakers and seek more suggestions from committee members.

Check with Carla hotel contract negotiations.

Discuss hotel rate and any other changes in hotel contract with committee.

September

Send planning email to committee (summarize things decided, any items left to discuss, and list program sessions with status)

Lead discussion on any items that need resolution and status of sessions.

October

Line up more speakers.

Create symposium page for website.

Post scholarship notice on website.

Ensure hotel contract and direct-bill authorization form have been signed and submitted.

Set up new member database table on website.

Update member application form to write to new database table.

Post application form on website.

Sign and mail CE Office contract.

Order the books from IWRC and NWRA and from other sources (done throughout year).

November/December

Registration

Register to insure everything on CE Office registration is correct.

Email board with instructions on how to register.

Speakers.

Obtain mailing addresses for all speakers.

Send mailing addresses to Ann.
Request abstract and bio from speakers .
In December email speakers requesting they register online.
Send list of speakers to CE Office.
Post abstracts and bios as they come in (a few need editing or condensing first).

Schedule

Create schedule.
Send final schedule to CE Office.
Post schedule on website.
Send schedule with speakers names to Ann for use in creating speaker letters.

Exhibitors

Update exhibitor info and contract.
Send contract to Toni for review.
Post exhibitor info and contract on website.

Hotel and Banquet

Obtain link to hotel reservations and post on website.
Contact Debbie Boz about providing music at banquet.

Icebreaker

Contact Kelley/Cathy about hotel arrangements for Icebreaker

January

Scholarships:

Answer inquiries about scholarships.
Coordinate selection of scholarship winners.
Notify scholarship winners and direct them to register without paying.
Provide hotel info on scholarship winners so they can bill us for their rooms.
Provide CE Office names of scholarship winners and answer questions on how to process them.

Speakers:

Obtain list of speakers who haven't registered and send reminder email
Request abstract and bio from speakers who haven't sent them.

Handouts:

Email speakers about handouts.
Set up handout page on website. Start posting handouts.

Supplies:

Obtain lab supplies list from lab instructors.

Find committee members who can bring items needed for labs (scales, calculators, dremels).
Order supplies for labs. Ensure everything is received in time.
Get cadaver counts by species and track down additional cadavers where needed.
Answer questions about what cadavers to bring.
Box up all lab supplies.

Book Sales

Make book sale lists with prices
Make tags with book names and prices and put in each book
Purchase receipts books.
Purchase plastic table clothes for book sale tables.
Box up books.
Pack calculator, pens, price lists, table cloths, cash box, receipts etc

Meals/Coffee

Confirm final arrangements for meals have been made with catering manager (microphone, dance floor, bartender)
Confirm menu is set for banquet.
Give Kelley/Cathy count and budget for Icebreaker.
Confirm Mathias has made coffee arrangements with Starbucks.

Other

Make set up arrangements with CE Office (start time, availability of commons)
Get list of exhibitors and send list to CE Office.
Get exhibitor and raffle table count.
Arrange rental table delivery and pickup if needed.
Direct people who call or email me to contact the CE Office to get help with registration questions (wanting refunds, canceling, wanting to go to banquet, changing/adding labs)
If any changes are made to schedule, post changes to schedule on website and notify CE Office and moderator coordinator.

One week before symposium:

Handouts

Provide link to handout page to CE Office to include in their email to all registrants.
Post handouts.
On Monday give banquet count to Carla for hotel catering manager.
Notify board of time and arrangements for set up on Friday.
Make copies of evaluation sheets at office supply store and pack them.
Send reminder email to speakers who still haven't registered.
Verify that CE Office has made copies of building maps, CE record sheets, schedule and certificates for attendees.
Compile and send check-off list of items to bring to committee members (petty cash, raffle tickets, laptop, PE lab DVD etc).

Review accuracy of unusual registrants with CE Office (exhibitors signing up for banquet, teaching assistants for exhibitor lunches, student volunteers unrecognized etc).

If bad weather

Answer emails and phone calls if bad weather is forecast.

Post notice on website.

Communicate with CE Office about weather including content of notice to registrants and posting on their website.

Communicate with hotel if severe weather forecast.

Friday afternoon/evening

Unload books, supplies, cadavers, etc.

Start set up book sales

Sort cadavers, leaving some out to thaw, putting others in freezer.

Insure that envelope packets are stuffed with schedule, evaluation form, building map and C E record sheets.

Insure that packets, workshop registration and banquet lists and name tags are taken to hotel for Icebreaker.

Help with check-in at the Icebreaker.

Saturday and Sunday

Arrive at 7 and assist with check-in.

Answer questions throughout day from attendees, the hotel, CE Office, board members and others.

On Saturday afternoon take cadavers for Sunday out of freezer to thaw.

Do check-in for each lab. Collect \$5 and write receipts for new admissions to lab.

Give receipts from purchase of resale items to treasurer.

Ensure that unsold books are counted and recorded before they are boxed up at end of symposium.

Ensure all supplies are removed from Anatomy lab at end of symposium and cadavers are sent to incinerator.

First week after symposium:

Post additional handouts.

Remove symposium info from homepage and change date to next year's.

Create photo page on website. Get code and post link to photo bucket where photos are stored.

Update board of director info and terms on website.

Update the committees on the website.

Request the final list of people who paid the symposium registration fee from the CE Office. Remove members from membership database table that canceled and received reimbursement of their membership fee. Clean up membership data (remove duplicates). Activate database table with new members.

Send email to members about password for member area of website and how to update their profile.

Sort and count supplies left over from workshops.

Count and record books not sold.

Store the supplies and books.

Receive donor list from Toni. Create donor page for website.

Reply to member emails about symposium and handouts.

Soon after symposium:

Receive and verify hotel invoices (rooms, room rentals, food) and forward to treasurer.

Ensure that payment is received from CE Office

Suggestions:

A lot of what I do is communication and coordination. I would like to have others volunteer to work with me next year on the following:

Scholarship awards

Speaker communication: collect abstracts and bios, provide instruction and insure they register and collect handouts

Edit and verify symposium info as it is posted on our website