

## **Duties for ADS, Meetings Coordinator**

### **Pre-Conference**

- Develop meeting specifications for all ATE meetings for hotel proposals
- Work with meeting planning committees to make sure all arrangements for presentations and extra needs are met
- Seeks out potential sites and hotels (multiple sites) and informs Executive Director
- Compares sites and hotels with regards to room rates, AV, complimentary WiFi, meeting space, etc.
- Negotiates hotel contract (not signed)
- Presents a recommendation to accept contract to the Board
- Finalize contract negotiations
- Develops, monitors, and administers conference budget.
- Notifies ADS the budget allocation for food expenses.
- Works with meetings and planning committees to make sure all arrangements for presentations and extra needs are met.

### **During Conference**

- Coordinate onsite meeting needs (room setups, extra functions, and food monitoring)
- Continues to monitor and administer conference budget
- Coordinates onsite meeting needs (room setup, extra functions, food monitoring, etc.)
- Works with all other ADSs to ensure that all functions that are critical to a conference are completed in an appropriate timeline
- Resolve issues that arise

### **Post Conference**

- Review meetings invoices from hotels and others before passing on to Executive Director for payment.
- Analyses and approves payments
- Provides follow up report to the Executive Director and Board
- Works with hotel to resolve any potential financial problems that may arise

### **Other**

- Maintain ATE's future meeting calendar, striving for five years out for Annual Meeting
- Assists with other activities as needed

## **Duties for ADS, Registrations Coordinator**

- Develop list of volunteers to help with registrations at Annual Meeting and Summer Conference and schedule to keep registration desk covered
- Work with Executive Director in advance of meetings to make sure sufficient materials for the registration desk are available (badges, badge holders, envelopes, receipts, office supplies as needed, ribbons, etc. (conference registrations, membership, receipts, office needs, preconference registration, etc.)

- Organize the ATE office on site so that it is workable for registration and all boxes are opened and arranged properly – check award plaques, awards, ADs.
- Before registration opens, coordinate registration procedures and arrange for pre-registered packages to be ready (badges, badge holders, ribbons, etc.)
- Going through the program book and getting the ribbons ready for Board of Directors, past Presidents, Distinguished Members, LaureATEs, KDP, keynote speakers, or any other special group
- Making sure registration badges are ready for the Leadership Academy and keep registration opened late the first night of the meeting for conference attendees may pick up registration packets
- Preservice Group – make sure all badges are made and we have additional coverage the day of the event to expedite registration. Coordinate with Publicity and Revenue Enhancement ADS
- During registration, make sure registration desk is covered and daily count of meals given to special event coordinator, money and other valuables are secure
- Work with meeting coordinator, special events coordinator, conference program coordinators, and Publicity Coordinator solving on site problems that occur
- Writing special letters for those individuals from Europe ATEE needing special acknowledgement of their attendance at ATE Annual meetings or individual whose names have been left out of the program and need a letter stating they were at the ATE meeting and presented
- At the end of each day, provide the Executive Director with cash or check payments received and lists of onsite registrations, paid memberships, tour payments, reconciliation of payments, etc.
- At the end of the meeting provide any backup required for those who may have felt they pre-registered, registered twice, or registered as members and paid the non-member fee, along with any other anomalies
- At the end of the conference provide the Meeting Coordinator with data for future conference planning
- If possible, provide a recap of registration needs for future use to the Executive Director.
- Submit an Annual Report of ADS duties, concerns, and suggestions for the future to the Board of Directors and the ATE Executive Director immediately following the Annual Meeting
- Help with other on-site activities as needed

### **Duties for ADS, Conference Program Coordinator**

- Work with the Planning Committees for the Annual Meeting and Summer Conference to make sure the Calls for Proposals and other preparations proceed accordingly
- Coordinate as needed blind reviews of submitted proposals
- Work with the Meetings Coordinator and Executive Director to make sure sufficient space is available in each hotel for the meetings and presentations, and work with the planning committees to assign presentations to meeting rooms

- Coordinate typesetting and publication of meeting Program Books, including making sure relevant information is available, photos are available as needed, and ads are placed correctly
- Be available onsite as needed as a resource for presentations and scheduling
- Submit an Annual Report of ADS duties, concerns, and suggestions for the future to the Board of Directors and the ATE Executive Director immediately following the Annual Meeting
- Helped with other activities as needed

### **Duties for ADS, Publicity and Revenue Enhancement**

- Coordinate and oversee the publicity and revenue enhancement opportunities for the association Annual Meeting and Summer Conference
- Work with the planning committees for each meeting (Annual Meeting and Summer Conference) and ATE office to develop lists of prospects for sponsorships in the cities where the meetings are held, and coordinate efforts to market to these prospects by identifying and recruiting exhibitors and sent out invitations to exhibit (develop a list of prospects for sponsorships, compile a continuous list of exhibitors after each meeting, contact prospects by phone, email or visits as needed and approved, etc.)
- Work with ATE staff to develop marketing pieces and distribute to prospects exhibitors on a regular basis
- In cooperation with ATE staff and Meetings Coordinator, develop/update marketing materials including exhibits agreement (contract) for each meeting
- Continuously solicit sponsorships from relevant companies or other groups on an ongoing basis
- Distribute hotel information (shipping, A-V, electrical, etc.) to exhibitors in advance of meetings and make sure they have appropriate and up to date information
- Facilitate the recruitment of ads for program books
- Work with the planning committees to coordinate any giveaways to be handed out at meetings for such promotion and prepare the materials for the exhibit tables
- Coordinate stuffing and packing of Annual Meeting and Summer Conference attendee materials
- Coordinate exhibits on-site (as well as prior to events) and worked with planning committees for exhibit promotional tables
- Work with hotel and Meetings Coordinator to ensure exhibit space is set up and available, and provide list of exhibitors and assigned areas to Conference Program Coordinator for inclusion in Program Book
- Act as onsite resource for setup, operation and teardown of exhibits area
- Ensure that security, if necessary, is provided and area is closed and secure at end of exhibit hours
- Submit an Annual Report of ADS duties, concerns, and suggestions for the future to the Board of Directors and the ATE Executive Director immediately following the Annual Meeting
- Helped with other activities as needed

### **Duties for ADS, Photographer**

These duties provide a focus for initial discussions of the specific duties of the ADS. Other duties may evolve depending on the interest and expertise of the ADS.

- Meet with the Executive Director and Meetings Coordinator in advance of each conference to identify all general session times and rooms to make sure specific events will be covered and photographed as needed
- If projector, etc. are available, prepare slide show with appropriate audio for photo slide show for the beginning of each general session
- Photograph relevant events, especially the Awards Banquet. Provide individual/group photos of each award winner at the Awards Banquet
- After the meetings, provide photos to ATE office in electronic format (preferably CD-ROM)
- Submit an Annual Report of ADS duties, concerns, and suggestions for the future to the Board of Directors and the ATE Executive Director immediately following the Annual Meeting
- Set up and take down AV/tech equipment that is needed for President's Brunch, in addition to what hotel provides
- Prepares photo show with accompanying audio for President's Brunch
- Bring own camera(s) to photograph the national conference and meetings
- Photograph each general session speakers so that photographs can be later added to the ATE website
- Communicate with the Executive Director and/or Meeting Coordinator prior to the conference in regards to the equipment needs for the general sessions
- ADS table – mixer, switcher, switch set up for podium, logo, laptop, DVD player, and audio controls
- Meet with each speaker prior to their general sessions to set up and test audio and video controls prior to speeches
- Serve as the photographer for the ATE Leadership Academy event
- Create a web-based photo slide show of the Leadership Academy to the Executive Director to add to the ATE website
- Helped with other on-site activities as needed

### **Duties for SIG ADS**

- Work with the Special Interest Group chairs to make sure they are active and fulfilling their responsibilities in working with SIG members
- Request annual reports from each SIG group
- Coordinate meetings of the SIG chairs at the Annual Meeting and Summer Conference as needed
- Work with the ATE Meeting Planner and planning committees to ensure SIGs have adequate meeting times and space during the Annual Meeting and Summer Conference, and pass on any special requests from the SIGs

- Work with the Executive Director to make sure SIG websites are up to date as needed and the SIGs have what they need
- Submit an Annual Report of SIG Activities – compilation of SIG annual report documents, ADS duties, concerns, and suggestions for the future to the Board of Directors and the ATE Executive Director immediately following the Annual Meeting
- Discuss Annual Report at the annual SIG Chairs meeting prior to the Annual Meeting
- Helped with other on-site activities as needed

### **Duties for ADS, Special Events**

- Prior planning and onsite coordination of master conference schedule of events with food and beverage services
- Work with ATE Meeting Planner and hotel to ensure all special events are scheduled correctly and set up correctly
- Meet with hotel and Meeting Planner in preplanning session to go over all special events to ensure arrangements are correct
- Coordinate with the Conference Planning Committee's Special Functions chair and committee to make certain that all events at which food is served run smoothly
- Coordinate with the hotel staff concerning the select and serving of food at all events at which food and beverages are served
- Work with hotel, with approval of ATE Meeting Planner, to develop menus for all food functions that are within established budgets
- Develop master conference schedule and monitor food functions to make sure food and beverages are distributed in an appropriate manner
- Act as liaison with the planning committees to ensure decorations and other tasks assigned to the planning committees are carried out
- Submit an Annual Report of ADS duties, concerns, and suggestions for the future to the Board of Directors and the ATE Executive Director immediately following the Annual Meeting
- Coordinate with Executive Director on awards dinner
- Arrange evening schedule for award dinner
- Prepare President's script for awards dinner
- Assist Meeting Planner onsite.
- Help with other on-site activities as needed

### **Duties for ADS, Parliamentarian**

- As specified in ATE Bylaws, the Parliamentarian will be expected to attend the Delegate Assembly meeting and interpret ATE's Bylaws as needed
- The Parliamentarian will be available as needed as a resource if questions from units, the Board of Directors or ATE staff arise related to the Bylaws
- Submit an Annual Report of ADS duties, concerns, and suggestions for the future to the Board of Directors and the ATE Executive Director immediately following the Annual Meeting
- Attending the ATE Bylaws Committee meeting before the Delegates Assembly at the annual meeting, to respond to questions from the Bylaw Committee's chair during the year

- Helped with other on-site activities as needed