

## **Statement of Tasks for Planning and Organizing Meetings**

Planning and organizing the chapter's public meetings, conferences, workshops and other events include tasks such as:

- Determining presentation topics and lining up speakers (in conjunction with other executive board members)
- Selecting and handling facility and catering arrangements
- Arranging for appropriate room set up and equipment
- Preparing announcements and registration forms
- Ensuring as wide a distribution of the announcements as possible (the Chapter Secretary is responsible for mailing announcements and registration forms to Chapter members)
- Being the contact person for speakers and providing assistance to speakers with preparations for their presentations, performing tasks ranging from providing them with travel and accommodations information to photocopying handout materials.
- Being the contact person for attendees and handling attendee pre-registrations
- Preparing program schedules and program evaluation feedback forms
- Ensuring that the person assigned to handle registration/check-in the day of the meeting has appropriate materials such as list of pre-registered and/or pre-paid attendees, nametags, pens, signs, ASI and Indexing brochures, and any other relevant materials. (Meeting registration/check-in is usually the responsibility of the Secretary.)
- Chairing the meeting/conference, and being the point person at the meeting/conference to handle any questions, concerns or problems that may arise. (Chairing of public meetings may be done by either the President or Vice President.)
- Ensuring ASI and NEASI websites are updated with information (including announcements and registration forms) for the upcoming meeting/conference and with summaries of presentations after the events.

The meeting planner/organizer may delegate any of these tasks, in part or in whole, to other chapter members.