

APIC MN

Conference Committee Job Descriptions

Job Description: Conference Committee Job Descriptions

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CONFERENCE COMMITTEE JOB DESCRIPTION

Purpose

To provide an annual educational conference for Professionals in Infection Control and Epidemiology (APIC) in the region and generate income which supports the primary activities of the general membership.

1. There shall be 8-10 Conference Committee members.
2. The committee will be led by a Chairperson.
3. Vice President of APIC MN is the Conference Committee Liaison to the Board

General Committee Responsibilities:

1. Complete a willingness to serve form.
2. Submit your contact information and a short bio to the Secretary and Communications Director for the APIC MN Board, Committee Chairs & Appointed Representatives Document and website
3. Representatives are asked to be clear in their communication if a statement made/position taken does not represent that of APIC MN, but rather is a personal opinion.
4. Representatives are asked to not endorse a product or company on behalf of APIC MN, but may express an opinion or comment based on personal experience.
5. Communicate any questions, concerns or conflicts of interest that arise while serving in an appointed representative role to the designate board liaison for discussion and/or actions by the APIC MN Board as necessary.
6. Review, at least annually, the APIC MN website for content pertaining to conference committee. Changes to the website will be communicated to the Chair and a copy will be forwarded to the Vice President.
7. Review APIC MN related policies, such as:
 - a. Policy #3: Requests for Member Addresses
 - b. Policy #5: Conflict of Interest: Board of Directors and Committee Chairs
 - c. Policy #7: Website Communication
 - d. Policy #8: Expense Vouchers
 - e. Policy #9: Board and Committee Conference Expenses
 - f. Policy #17: Speaker Funding and Conflict of Interest

8. Process for email communication with BMI

1. Email subject line must read: APIC MN Committee: (minimum number of additional words needed)

2. CC: emails as follows:

For email sent to Jim Louis: cc: Barb Louis_barb@bestmeetings.com

For emails sent to Barb Louis, cc Jim Louis_jim@bestmeetings.com

For other BMI staff, cc Barb Louis_barb@bestmeetings.com and Jim jim@bestmeetings.com

If you have sent more than three emails and your business matter is not resolved, contact the BMI staff person you are working with by phone to discuss the issue. BMI's phone number is 952-858-8875 / 800-958-8875.

Committee membership (See Job Descriptions)

1. The Committee will have a Chairperson, Vice Chairperson and Co-Chairperson. These positions will be approved by the Board.
2. Speaker Contact
3. Exhibitors /Vendor Liaison
4. Advertising/Poster Liaison
5. Moderator Coordinator
6. Conference Site Coordinator

Selecting dates for the Conference:

1. Consideration must be given to possible date conflicts such as neighboring state or regional conferences, ICAAC, National APIC, MDH Fall Meeting, MEA/AFT, Yom Kippur, school days off, Columbus Day, MHHA, and the National Society of Microbiologists Annual Meeting, MDH fall public health conference (CHS Conference) etc.
2. Conference sites are chosen for upcoming year by present Conference Committee.

Conference site selection with consideration given to:

1. Facilities able to accommodate projected attendance and exhibitor space.
2. Facilities location to be in Metro area.
3. Proximity to airports for accommodating National speakers with no more than one hour ground travel.
4. Acceptable financial profit margin, reasonable hotel accommodations with free, accessible parking and site availability.
5. Limited time investment for Conference Committee investigation of new site.
6. Acceptable, accessible extracurricular activities for attendees utilizing overnight accommodations.

Conference site selection arrangement needs:

1. Educational/conference rooms.
2. Exhibitor area.
3. APIC MN committee/MDH table area.
4. Meals and coffee breaks.
5. Sleeping rooms.
6. AV availability.
7. Internet capability.

Speaker/Topic selection and education:

1. All committee members engage in finding appropriate speakers and topics for the annual conference
2. Communicate with the Education Committee Chairperson to avoid duplication of topics.
3. Consider suggestions for topics from previous conference evaluations.
4. Average number of CEUs
 - a. 10 – 12
 - b. Calculation of CEU's: According to the Minnesota Board of Nursing, continuing education must last at least one contact hour (60 minutes).

Every additional five minutes is one-tenth of a contact hour.

<http://mn.gov/health-licensing-boards/nursing/licensees/continuing-ed/>

1. Average number of speakers with airfare expenses
 - a. Dependent on budget and sponsorship
2. All speakers will receive a thank you along with honorarium at end of their presentation at conference.

Conference fee reimbursements:

1. Conference Committee members receive complimentary attendee registration and accommodation for two nights, double occupancy or one night, single occupancy for MN Fall Conference.
2. Minnesota Department of Health (MDH) receives up to 10 complimentary attendee registrations. No complimentary conference days given instead of honorariums for speakers. Additional MDH attendees will pay a reduced cost to defray hotel and food costs.

Speaker reimbursement:

1. Honorarium
 - a. Standard rate per hour \$350. If multiple speakers, honorarium is split between speakers.
 - b. If over \$350.00, an attempt is made to acquire a sponsor.
 - c. Rates may vary depending on speaker's topic and level of expertise in the field.
 - d. If a speaker declines an honorarium, the Chair or Vice-chair will provide a thank you card for the speaker.
 - e. Honorariums >\$600 will be reported as income to the IRS. This amount **excludes** reimbursement for travel and lodging expenses. Speakers need to fill out a W9 form and submit to the Treasurer, either directly or via Conference Committee member. This form should be completed before receiving the honorarium check.
 - f. Speakers' social security number is required when the honorarium is greater than \$350.00 (IRS 1099).
2. Accommodations
 - a. One night accommodation at the conference hotel single occupancy
 - b. Speaker responsible for 2nd night, if used
3. Refreshments/Meals
 - a. APIC MN member speakers: Meals during the conference are paid by the Committee
 - b. Non APIC member speakers: Coffee breaks and lunch only on day of speaking
 - c. Dinner, if overnight, - Limit \$40.00 No alcohol reimbursement given.
4. Conference attendee registration fee
 - a. APIC MN member speakers: Total conference is paid by the Committee if member speaks for 60 minutes or greater.
 - b. Non APIC member speakers: May attend the day of speaking, other day of conference will be Non APIC rates
5. Other Expenses (travel, mileage etc.) encourage use of Uber or Lyft.
 - a. Paid by Committee as needed, within reason

b. Coach class airfare consistent with current rates

1. Conference Materials
 - a. Available online prior to conference
2. CEU's
 - a. Provided on the days attended, excluding their own presentation

CONFERENCE COMMITTEE CHAIRPERSON JOB DESCRIPTION

1. Serves as head of the Conference Committee.
2. Mentors the Vice Chairperson and Co-Chairperson.
3. Completes a Conflict of Interest statement at the time of appointment/election and updates this document during the year if there are changes in status.
4. Receives completed Willingness to Serve forms for membership to the committee from the Administrative Assistant. Reviews form, contacts the volunteer, acknowledging their willingness to serve, and offers a position on the committee as available. If there is no opening on the committee at the time, offers to hold their name until a space becomes available.
5. Serves as a Conference Committee spokesperson to the Board and report to the Board as necessary (in Feb, May, and October).
6. Gives a verbal report during chapter business meetings as desired/necessary.
7. Submit an article for the News and Views at least once during the year and includes:
 - a. Summary of annual conference
 - b. Annual committee report
8. Attends current year's National Conference per Policy #11: Non-grant Funding to Attend Educational Offerings
9. Serves as the financial officer for the conference and keeps accurate records of income and expenditures.
10. Assists the committee on determining the next conference site, if necessary.
 - a. If new conference site must be selected, present to Board for approval and then announce to membership at the annual conference.
11. Reviews job description annually and updates as needed.

Before annual conference

1. Schedules all Conference Committee meetings.
2. Submits a completed conference budget for the ensuing year to the current Treasurer before the December meeting.
3. Develops the agenda for all meetings.
4. Directs the committee so all facets of the conference are completed in an organized and timely manner.
 - a. Keeps meetings on task
 - b. Reviews timeline
5. Develops conference schedule Arranges for liability insurance with National APIC.
 - a. In July or at least two months before the conference, contact the Treasurer to apply for insurance.
6. Submit signed expenditure vouchers for speaker honorariums to Treasurer.
 - A. This allows time for checks to be made out prior to conference, so they can be included in the thank you cards.
 - B. To facilitate timely reimbursements, the expense vouchers can be downloaded from APIC MN web site (under policies and procedures), and sent electronically to the Treasurer. The e-mail coming from your address will serve as your signature and approval.

During annual conference

1. Gives instruction and guidance during the conference to all attendees.
 - a. Welcome/opening announcements
Closing remarks
 - b. Reminders/housekeeping rules . cell phone/pager use, bathrooms, prize drawings, etc.
2. Purchases and distributes speaker thank you cards at conference.

After annual conference

1. Submits signed expenditure vouchers to the Treasurer for reimbursement as needed.
 - a. Administrative Assistant expense vouchers are forwarded to the Treasurer for approval. The Treasurer will forward the bill to the Chair for approval and pay once approved.
 - b. To facilitate timely reimbursements, the expense vouchers can be downloaded from APIC MN web site (under policies and procedures), and sent electronically to the Treasurer. The e-mail coming from your address will serve as your signature and approval.
2. Submits a conference report to the President by the December meeting. This report will be included under committee annual reports in the News and Views.
 - a. Number of APIC and Non-APIC member attending
 - b. Areas of attendees employment represented
 - c. Expenditures and income
 - d. Other information as appropriate, such as committee annual report
3. Forwards needed materials onto incoming Chairperson.

VICE-CHAIRPERSON JOB DESCRIPTION

1. Approved by the Board from applicants.
2. Mentors Co-Chairperson.
3. Assumes the responsibility of the Chairperson, if necessary.
4. Takes over the position of Chairperson, the ensuing year.
5. Works with Education Committee Chairperson to avoid duplication of topics.
6. Attends Board meetings with the Chair

CO-CHAIRPERSON JOB DESCRIPTION

1. Approved by the Board from applicants.
2. Assists Vice-Chairperson with all facets of his/her responsibilities.
3. Assumes the responsibility of the Vice-Chairperson, if necessary.
4. Records minutes from committee meetings.
5. Takes over the position of Conference Committee Vice Chairperson the ensuing year.

SPEAKER CONTACT JOB DESCRIPTION

Responsibilities

A Conference Committee member will make initial contact to request a speaker. Once the speaking engagement is confirmed, the Administrative Assistant maintains contact with the speaker on behalf of the conference committee member to obtain appropriate paperwork. The Conference Committee member will be carbon copied on all email correspondence to the speaker.

1. All conference committee members will assist in this role.
2. Contacts speaker to express interest in presenting at conference.
3. Confirms date and time of session.
4. Discusses objectives for session.
5. Review session to determine APIC competency domain.
6. Forwards contact information to Administrative Assistant.
7. The following documents will be sent to speakers:
 - a. APIC Conflict of Interest and Disclosure of Financial Relationships Policy
 - b. APIC Speaker/Faculty Letter
 - c. APIC MN Conference Form which includes:
 - i. Speaker Contact and Biographical Data Form and short CV
 - ii. Request for presentation title and objectives
 - iii. Confirmed date and time of session
 - iv. AV and internet requirements
 - v. W9 form including social security number if honorarium >\$600.00
 - vi. Deadline for presentation slides, which will be available on the APICMN website for attendees prior to the conference
 - vii. Invite to attend conference sessions/lunch on day they are speaking
8. Administrative Assistant will keep committee members informed of status of all speaker information
9. Greets speaker at conference and introduce to session moderator.
10. Escorts speaker to breakfast/lunch, if applicable.
11. Writes thank you card and provides honorarium check, if applicable, after session.
12. After conference, sends speaker evaluation feedback from attendees.
13. If speaker expenses are covered by the committee, Conference chair will send speaker Expense Voucher request onto Treasurer for reimbursement.

EXHIBITOR LIAISON JOB DESCRIPTION

Responsibilities

To coordinate, with the Administrative Assistant, exhibitors for the annual conference. The Liaison will be carbon copied on all email correspondence to exhibitors.

1. Review the list of vendors from previous years, making corrections to names and/or company as necessary.
2. Seek new vendors from committee members and other sources.
3. Review sponsorship letter and make adjustments as necessary.
4. Review Exhibitor lunch options with Conference site arranger
5. Review Exhibitor Kit and make adjustments if necessary. Ensure Exhibitor kit includes:
 - a. Exhibitor day and times
 - b. Table needs(size, skirting)
 - c. Electrical needs
 - d. Internet needs
 - e. Conference Program schedule
 - f. Lunch order
 - g. APIC tax number
 - h. Attendee list (per policy)
6. Administrative Assistant to keep track of all Exhibitor registration information
7. Create Exhibitor listing to give to Conference attendees
8. Review vendor layout with Administrative Assistant
 - a. Ensure competing vendors are not placed next to each other.
 - a. Sponsorship levels have prime table locations

Timeline

1. November
 - a. Send a save the date to all exhibitors.
2. March
 - a. Send invitation/sponsorship letter to all possible exhibitors
3. June
 - a. Early June resend invitation/ sponsorship letter to all exhibitors that have not responded
 - b. Send reminder to those exhibitors that have not sent in sponsorship registration
 - c. Send exhibitor kit that includes a Thank you to all sponsoring exhibitors
4. July
 - a. Send final reminder to those exhibitors that have not sent in sponsorship registration
 - b. Late July Liaison will follow up with personal call or email to exhibitors that have not responded
5. August
 - a. Finalize exhibitor needs and lunch order
 - b. Finalize exhibitor layout arrangement

ADVERTISING/POSTER JOB DESCRIPTION

Responsibilities

To coordinate annual conference advertising including poster presentations by creating and sending of Save the Date announcements and by recruiting poster presentations through the News and Views, announcements at monthly APIC MN meetings, and one-on-one communication.

1. Create Save the Date card and 3-4 save the date and poster presentation announcements to run throughout the months until Conference in the News and Views
2. Review voting categories for Sue Garayalde poster awards
 - a. \$100.00 will be awarded to the 2 top posters. Validate with APIC MN Vice President that this budget hasn't changed for the year.
3. Review Poster confirmation/thank you letter to include:
 - a. Information regarding Abstract needs/samples
 - b. Abstract deadline date. August 1st
 - c. Abstracts will be posted on APIC Website
 - d. Poster will be displayed at conference
 - e. Date and time of poster presentation sessions at conference and expectations
 - f. Poster award categories, voting criteria
 - g. Poster winner selection criteria, announcement, and payment information
4. Review and update ballots on "Poll Everywhere"
5. Work with Conference site arranger for poster display area and wall hanging needs
6. Arrange for Expense vouchers for poster winner payment with Treasurer. The following groups will not be eligible for payment
 - a. Communication or board driven
 - b. Nonpaying attendee
 - c. Minnesota Department of Health
7. Give Thank you card to all poster presenters

Timeline

1. December
 - a. Design advertisements for Save the Date and Poster presentations
2. January
 - a. Start placing advertising in News and Views monthly
3. March
 - a. Announce the need for poster presenters at the meeting.
 - b. Work with Administrative Assistant to print and send out Save the date cards by email to APIC MN members, national APIC, AJIC members and mail to various state organizations(such as LTC facilities)
4. April
 - a. Contact confirmed poster presenters for abstract needs
5. May
 - a. Contact Louise Krisko winner for poster submission requirement
6. August

- a. Abstract Deadline on the 1st.
- b. Send abstracts to the Administrative Assistant for ballots on "Poll Everywhere"
- c. Fill out Expense Voucher for blank checks for the poster winners to the Treasurer.

During annual conference

1. Meet Poster presenters on arrival and hang posters
2. Announce winner selection
3. Coordinate with Administrative Assistant to add poster winner names to awards and printing of awards
4. Announce Poster winners and present awards and checks.
5. Write out Thank You's to all participants and give to poster presenters

MODERATOR COORDINATOR JOB DESCRIPTION

Responsibilities

1. Contact the Nominating Committee Chair in May
2. Nominating Committee Chair to remind candidates that as a candidate they will be performing moderator duties
3. Nominating Committee Chair to send list of candidates including contact information and offices they are running for to Moderator coordinator
4. Contact Administrative Assistant to send speaker curriculum vitae summary
5. Review speaker curriculum vitae summary to include
 - a. Speaker name
 - b. Where speaker is from
 - c. Current job/position history applicable to presentation
 - d. APIC member/position if applicable
 - e. APIC competency domain
6. Assign moderators to sessions/speakers
 - a. Ask President Elect to moderate the first speaker
7. Send email to candidates/moderators to include the following
 - a. Job description.
 - b. Copy of the program
 - c. Speaker assignment
 - d. Copy of their speaker's curriculum vitae summary
8. Connect with Nominating Committee Chair in August for presentation regarding introductions of new candidate slide presentation to run during breaks.

During annual conference

1. Place a Reserve for Moderator sign at a table in the front of the lectern for moderators.
2. Place time remaining (10, 5 and 0 minute) signage for moderators at reserved table location.
3. Meet with the moderators to familiarize them with the conference site to aid them in performing their particular job.
4. Review AV with moderators.
5. Send thank you notes to all moderators.

MODERATOR JOB DESCRIPTION

Responsibilities

1. Greet the speaker when he/she arrives with Conference Committee Speaker Contact and if needed remain with the speaker until his/her session and assure their comfort.
2. Escort the speaker to the lectern and orient them to the microphones, pointer, etc. Ask the AV personnel for assistance. **Note:** Do not place the microphone on ties as they provide less than adequate sound.
3. Inform the speaker to allow **10** minutes at the end of the session for the question/answer period. That you as moderator will approach lectern when time is up and have speaker remain at the lectern.
4. Keep on scheduled timing of presentation.
5. Have a timer/watch available to keep time.
6. Introduce yourself and what you are running for. "Hi, I'm _____ and I am running for _____"
7. Introduce the speaker using their curriculum vitae summary. Items to include are:
 - a. Speaker name
 - b. Where ~~he/she~~ is they are from
 - c. Current job/position
 - d. APIC member/position if applicable
 - e. Special training in area of topic, etc.
 - f. Which domain of the APIC Competency Model the talk addresses
8. Monitor time carefully to allow for the **10** minute question/answer period.
9. Use signage to inform the speaker when they have 10, 5, or 0 minutes left to speak and politely approach the lectern when time is up. **Do not allow the speaker go over the time allotted.** If the speaker is unable to start on time due to the previous session, allow speaker to speak the allotted time. I.e. if the speaker has a 50 minute presentation, let them speak for 50 minutes, taking the time away from question/answer time.
9. At the end of the talk, (**50 minutes or as scheduled**) ask the attendees to ask questions by going to the microphone and please state name and where they are from.
10. After the Q&A, the moderator will thank the speaker and give a round of applause before leaving the lectern.

****Please report to the Moderator/Speaker table in the back of the main hall 15 minutes prior to the presentation to meet and get last minute details. ****

APIC MN ADMINISTRATIVE ASSISTANT

JOB DESCRIPTION

Responsibilities

To assist with a variety of needs directly related to APIC MN during the course of the year, as designated by the Board/Committees. All bills/invoices submitted by the Administrative Assistant are approved by the Treasurer, who in turn reviews them with the appropriate committee chair and pays bill once approved. Reimbursement structure for Administrative Assistant is included in the APIC MN Board's Job description.

Annual Conference Duties

1. Assists conference committee members with tasks as needed.
2. Maintains mailing lists of current and past APIC members, exhibitor and conference attendees.
3. Maintains record of current and past conference attendees and exhibitors.
4. Assist Advertising Liaison with design of Save the Date and send to Chair/committee for review.
5. Develops program brochure and reviews with Conference chair for comments and revisions.
 - a. Conference committee to proofread brochure prior to printing
 - b. The brochure should be ready for printing by June of each year.
6. Handles printing and mailing or distribution of
 - a. Save the Date postcard
 - b. Brochures
 - c. Program materials
 - d. Exhibitor information
 - e. Speaker information
7. Develops online registration for conference and reviews with Conference Chair.
 - a. Registration accepts payment by credit cards
8. Pre-registers attendees online (and by mail) and maintains registration logs with names, addresses, money, etc.
9. Forwarding payments to Treasurer and assists the Treasurer and Conference Chair with tracking the attendee's fees.
10. Forwards attendee reports to Chair and other committee members, if requested.

Prior to annual conference

1. Contacts speakers to complete appropriate paperwork and to send in presentation slides.
2. Formats (pdf version with 3 slides to a page and note section if possible) and posts conference materials to website at least two weeks before conference.
3. Assists with APIC committee table signup needs.
4. Obtains Conference CEU certificates for attendees. Sending to Conference Chair and APICMN President for signatures.
5. Uses conference attendee list to generate nametags.
6. Provides nametag holders and ribbons for attendees. Ordering holders and ribbons (Board, Chair, Committee, CIC, Speaker, etc.) as needed
7. Reviews folder with conference label and contents before sending to printer with Chair.
8. Board member listing

- a. Conference committee member listing
 - b. Attendee list
 - c. Exhibitor list denoting sponsorship level
 - d. Conference schedule
 - e. Badge
 - f. Set up Poster voting ballot on online voting platform
 - g. Other miscellaneous information
9. Provide Moderator Coordinator with speaker curriculum vitae to complete summaries.

During annual conference

1. Acts as a liaison between the committee and attendees.
2. Sets up and monitors registration each day of the conference.
3. Tracks late registrants and fees with a master list at the conference registration desk.
4. Keeps accurate attendance counts.
5. Provides directional, room, session and breakout session signage for the conference.

Conference site duties

1. Liaison for Conference/Hotel site coordinators.
2. Assists with Conference/Hotel site contracts.
3. Works with Site Arranger Coordinator and Conference chair to create a staging guide.

Exhibitor assistance

1. Compiles vendor packets.
2. Vendor tracking and mailing of materials.
3. Pre-registers vendors and maintains registration database with names, addresses, money, etc.
4. Reviews and provides list of registration with Exhibitor Liaison and Conference Chair.
5. Provides list of conference attendees to the vendors.
6. Configures layout for vendors and reviews with Exhibitor/Vendor Contact to ensure competing vendors are not placed next to each other and Conference Exhibitor Liaison and Conference Chair.

After annual conference

- a. Provides certificates of completion for conference attendees.
- b. Compiles and provides summary of attendees and exhibitor information and fees to the Conference Chair and committee members as requested.
- c. Provides evaluations and comments to Conference Committee.
- d. Provides related reports to the Conference Committee and Board at the end of the conference.
- e. Updates conference materials online as needed.

CONFERENCE SITE COORDINATOR JOB DESCRIPTION

Responsibilities

Coordinate happenings of the conference with the venue site, hotel and Administrative Assistant.

When looking for a new location for the conference and in preparation for a new contract, meet with the conference site manager to:

- a. Discuss Items #1-11 must be discussed prior to having the conference site manager prepare a contract.
 - b. Discuss the contract with Conference Chair and Vice-Chair to get their approval before signing.
 - c. If a new site, the contract needs to be reviewed by the National APIC attorney.
 - d. Send a new copy of the signed contract to the Conference Chair and Administrative Assistant.
1. General information: Background about MN-APIC; projected audience; length of conference; date options.
 2. Flow of program: Times in session; speakers; breaks; lunch; reception; vendors.(Bring a copy of last year's conference brochure)
 3. Space availability: Classroom style seating capacity; concurrent session needs; meeting room(s) for Conference Committee/other groups (e.g. The Board, Nominating Committee); vendors tables; poster presentations. Address any cost of meeting rooms, vendor equipment (e.g. tables, electrical outlets), poster supplies (e.g. easels, bulletin boards, velcro).
 4. Food: Continental breakfast, lunch, break, vendor options, and reception options; split lunch first day and together second day; how special requests are handled.
 5. Overnight lodging: Online reservation availability; volume of rooms to fill to meet contract; special rates for attendees extending their stay; how to obtain current reservation activity; contact person for reserving rooms for committee and speakers.
 6. AV needs: Onsite AV equipment; onsite AV manager and their availability during conference; cost of equipment and AV manager's time; layout of general session and breakout rooms with respect to:
 7. Size/number of screens, microphones, laptops, LCDs, splitters, podiums, risers, laser pointers, and any other special requirements (e.g. chairs/tables on riser, types of microphones, extra audio speakers, No additional cost to have outside vendor provide AV needs.
 8. Travel: Transportation to and from airport to hotel; availability of transportation to and from points of interest near the conference site.
 9. Shipping materials to conference site: Vendor equipment to be shipped to conference site in advance; any limitations or fees for this service; where they will be located.
 10. Any fee for other activities.
 11. Potential damages to APIC MN if we don't meet contract requirements.

3 months before the annual conference

1. Contact the facility site manager to get contact names and numbers, get information about accessing attendee reservations, and information about the

- website for APIC MN members to use.
2. Get the AV price list.
 3. Send conference brochure to facility.

6 weeks before the annual conference

1. Select menus (discuss choices with site manager or chef if want to make changes to menu)
2. Keep track of number of meals for speakers and vendors.
3. Make the lodging reservations for speakers and Conference Committee
4. Check online for number of room reservations.
5. Work with Administrative Assistant to create the staging guide.

Up to 3 days prior to the annual conference:

1. Finalize food count for breakfast, breaks, and lunch for each day and special food needs. Call the numbers in to the site manager.
2. Monitor volume of overnights reserved. Confirm reservations for speakers and Conference Committee.
3. Finalize any changes in AV needs, meeting room requests to site manager.
4. Confirm vendor table arrangements, reception arrangements.
5. Confirm AV needs with facility.
6. Check with conference members who are bringing laptops, laser pointers, etc

Night before the annual conference:

1. Meet the catering team, AV manager, site manager personnel and confirm understanding of needs. Get contact phone numbers.
2. Do a walk-through of the conference site with the site manager to visualize set up, confirm location of screens, seating, registration table, vendor tables, poster locations, buffet tables.
3. Confirm laptops and laser pointers are onsite.
4. Make sure the poster boards, message boards and easels are present.
5. Reserve two tables in the back of the room for conference committee members.

During the annual conference:

Walk through the space regularly to make sure:

1. There is adequate space for poster presentations.
2. There is enough food and beverages.
3. There is water on tables in the ballroom.
4. Vendors are settled.
5. Conference Committee has what they need.
1. Enough seats are available for attendees. Keep some seats at the back of the room available for people who come in late, had to take a call, etc.
2. Rooms are not too cold or hot.
3. Lighting is adequate.
4. Signage is in place for concurrent sessions.

After the annual conference:

1. Meet with site manager to give final good-bye and confirm next year's dates, if applicable.
2. Check the bill. Do a breakdown by category to put into the budget for comparison.
1. Send to Conference Chair to sign and send to Treasurer to pay.
3. Assist with budget proposals.