

Hosting a ChLA Conference: Division of labor and responsibilities

HOST:

- Identify the conference theme and design the associated visual image;
- Select the conference date (in consultation with ME!);
- Participate in site visit with ME! to determine appropriate meeting space;
- Select and notify the Francelia Butler Lecturer;
- Write and distribute the papercall (in consultation with ME!);
- Design the website (in consultation with ME!);
- Supply updates to the Board for fall and summer teleconferences;
- Write notifications about the conference for the newsletter;
- Estimate a preliminary budget in consultation with ChLA Treasurer and ME! (samples are provided!);
- Appoint the chair and 2 members of the Conference Paper Selection Committee (CPSC);
- Answer academic questions from members during the abstract submission period (15 Aug. – 15 Oct);
- Work with CPSC to identify abstracts to be accepted, placed on a waiting list, or rejected by January in year conference is hosted;
- Draft copy for registration materials (in consultation with ME!);
- Organize and schedule selected papers into sessions;
- Work with ME! during the preparation of the printed program;
- Work with ME! to select food options;
- Coordinate local events &/or provide info about places to eat or visit;

- Work with volunteers (such as students) who help at the registration desk or with speaker transportation;
- Work with ME! either to provide contact details of a local bookseller so that copies of the winning Phoenix titles can be offered for sale at the conference or help provide links to an online bookseller, making Phoenix titles that are in print available to the membership.
- Answer questions!

ME!/Association Manager:

- Conduct a site visit to assist host in selection/review meeting space;
- Negotiate contract with hotel including securing conference hotel group rates, and food and beverage and comp services;
- Develop the conference event page for the ChLA website in consultation with conference organizer(s);
- Work with Scholar's Choice or another book vendor, if the conference plans to have a book sale;
- Build abstract submission portal on website , collect & provide all abstracts to paper selection committee;
- Notify members of paper acceptances or rejections;
- Build online presenter information form, collecting and providing presenter date to host for preparation of final program;
- Prepare, print, and mail registration materials;
- Build and monitor online registration form;
- Process conference registrations, collecting registration fees;
- Prepare and print the conference's printed program;

- Prepare conference registration lists, name badges, and tickets;
- Assist Membership Committee in coordination of events;
- Run the registration desk with at least one ME! employee available during regular conference hours;
- Arrange travel plans for Butler Lecturer and Phoenix winners, as needed;
- Secure any necessary insurance;
- Coordinate events and banquets with hotel before and during conference;
- Pay bills;
- Trouble-shoot and support conference organizers;
- Answer questions!

ChLA:

- Vet the initial conference proposal;
- Select the Phoenix winners;
- Pay for all costs associated with Phoenix winners;
- Provide two members for the Conference Paper Selection Committee: one from the Board, one from the Conference Planning Committee (CPC);
- Determine policies related to registration fees and waivers;
- Promote the conference through ChLA's print and web-based venues;
- Ensure ADA accessibility;
- Underwrite conference costs, as needed, including ADA costs;
- Provide strategic guidance via the CPC and the Executive Board;
- Answer questions!