

VAME Conference Coordinator Position Description

The person(s) serving as VAME Conference Coordinator are responsible for the following items:

- Securing all workshop presenters. (Initial contact, confirmations, and finalization)
- Communicating all workshop information and resources provided/needed with presenters
- Securing all equipment needed for presentations (laptops, projectors, screens, HDMI cables, speakers, clickers, power strips etc.)
- Setting up/Breaking down all AV equipment needed for presentations during the conference
- Assisting in conference meal selections
- Coordinating certification testing (securing location, ensuring software/program downloads, assisting with on-site log in)
- Assisting in the planning and coordinating of all conference activities
- Preparing all workshop descriptions for program
- Preparing conference gift bags for presenters
- Coordinating workshop sign-ins
- Creating Conference Survey
- Must be able to adhere to all important VAME dates and deadlines for the position