



2017 Conference Planning Committee

Application Information

Thank you for your interest in volunteering for the 2017 AHEPPP Conference Planning Committee. Having a great team of volunteers is essential to the success of our conference. Please review the following information. If you have any questions before applying, please contact Laci Weeden, Conference Liaison, at laci.weeden@vpss.gatech.edu.

Applications are due by 5:00 p.m. on Tuesday, December 20, 2016.

Commitment: All committee positions, with the exception of the AHEPPP Board of Directors Conference Liaison and the AHEPPP Coordinator, serve a one-year term (January 2017 – January 2018). Positions require an average of two-three hours per week. As the conference approaches, time commitments can increase to five hours a week. Dependent on the role of the committee member, there may be time commitments during conference. The Conference Planning Committee members must attend the AHEPPP National Conference on November 13-15, 2017 Dallas, Texas.

All applicants must submit a signed letter from their supervisor certifying institutional support to attend the national conference. Institutional support includes travel costs (conference registration, airfare, hotel, ground transportation, meals and lodging).

Conference Committee Positions and Descriptions

AHEPPP Board of Directors Conference Liaison – Laci Weeden, Georgia Institute of Technology

Member of the Board of Directors

- Serve as the primary contact for the Conference Chair and provide input from the Board of Directors
- Conduct a site visit with the Board of Directors Chair and Conference Chair
- Participate in conference committee meetings
- In collaboration with the AHEPPP Coordinator and the Conference Chair, monitor and manage the conference budget
- In collaboration with the Board of Directors determine the location of future AHEPPP conferences
- Provide additional support to the conference committee as needed

AHEPPP Coordinator – Lindsay McKinney, AHEPPP

Reports to Chairperson of the Board of Directors

- Manage any conference forms and online registration process
- Work with Marketing/Social Media Chair to execute the communication and marketing plan
- Provide logistical support for all payment, scheduling and contracts for services
- In collaboration with the AHEPPP Conference Liaison and the Conference Chair, monitor and manage the budget
- In collaboration with Strategic Partners Chair, coordinate vendor fair/exhibit space
- Support the Conference Chair and other committee members as needed

Conference Chair – Kerri Fowler, NC State University

Reports to Board of Directors Conference Liaison

- In partnership with the Board of Directors and Conference Planning Committee, determine theme and design for the conference; determine the technical, operational, vision, and goals for the conference
- Oversee the financial, administrative and logistical management of the conference. Must adhere to conference budget.
- Plan and facilitate structure and content of all conference planning meetings

- Develop and implement conference schedule
- Conduct a site visit with the Board of Directors President and Conference Liaison (expenses paid by AHEPPP)
- In collaboration with Conference Liaison, develop master conference timeline integrating detailed timelines by all Chairs
- In partnership with the Board of Directors, organize the process to search for and select the conference keynote speaker
- In collaboration with the Liaison and the Coordinator, prepare regular reports for the Board of Directors to include financial, administrative, and logistical updates/information
- Act as the public face and gracious host of the conference
- Prepare and submit a conference final report (executive summary) as directed to document decisions, activities, results of new programs, and recommendations of importance to future Conference Chairs and the Board of Directors

Program Chair

The main goal of the Program Chair(s) and Program Selection Committee is to create a strong, innovative, and well-balanced program of educational sessions for the national conference.

- Review previous conference evaluation results and Conference Committee Final Report
- In collaboration with the Board of Directors, develop program goals, topics of interest, and program types
- Review deadlines and application process for Call for Programs
- Design, promote and coordinate the Call for Programs process by communicating in a timely manner with all potential program presenters
- Oversee the Program Selection Committee volunteers and manage program review process, provide feedback to presenters
- Secure program presenters, titles, and descriptions for the conference schedule, as well as A/V needs
- Host presenters at the conference and attend to their presentation needs
- Work with the Volunteers & Recognition Chair to thank all presenters

Pre-Conference Chair

- Review previous conference evaluation results and Conference Committee Final Report
- Plan, organize and secure curriculum, presenters, and materials for the pre-conference programs (new professionals track and returning/seasoned professionals track)
- Organize participant materials
- Work with the Marketing/ Social Media Chair to publish any and all communication to members about the pre-conference.
- Run and support all pre-conference day-of activities

Marketing/ Social Media Chair

- Review previous conference evaluation results and Conference Committee Final Report
- In collaboration with the AHEPPP Coordinator and Area Chairs, develop a marketing plan and timeline for Call for Registration, Call for Programs, Call for Awards, and other conference announcements
- Create a social media calendar to post and promote the conference activities with the goal of getting members excited
- Create and promote the AHEPPP conference on all social media accounts (Facebook and Twitter)

Strategic Partners Chair

- Review previous conference evaluation results and Conference Committee Final Report

- In collaboration with the Coordinator, solicit vendors and sponsorships for conference
- Maintain ongoing communication with vendors and sponsors to make sure they are aware of fees, logistics, etc.
- Create vendor/sponsorship signage for conference
- After conference send thank you emails and follow-up with their experience

Hospitality Chair

- Review previous conference evaluation results and Conference Committee Final Report
- In collaboration with the Conference Chair, Conference Liaison and Coordinator, coordinate Opening Night Reception
- Coordinate the participant welcome/check-in packet and participant gift
- Coordinate information resources for local attractions, restaurants, and activities for participants
- Coordinate information on parking, shuttles, & public transportation options
- Coordinate the logistics of a possible conference service project and possible #SAFit activities (Zumba, yoga, group run, etc.)

Awards Selection Chair

- Review previous conference evaluation results and Conference Committee Final Report
- Review deadlines and nomination process for Call for Awards
- Design, promote and coordinate the Call for Awards process and update award nomination forms
- Oversee the Awards Selection Committee volunteers, and manage the award submission and review process
- Order awards and coordinate the awards dinner at the conference
- Present awards to all recipients

Volunteers & Recognition Chair

- Review previous conference evaluation results and Conference Committee Final Report
- Coordinate the recruitment, training, supervision, and recognition of conference volunteers
- Assign volunteers to on-site conference duties, including on-site registration, local arrangements information table, etc.
- Secure and prepare thank you notes for keynote speaker, guest speakers, and presenters.
- Coordinate/organize Swag Swap including signage at conference

Conference Assessment Chair

- Review previous conference evaluation results and Conference Committee Final Report
- In collaboration with the Conference Chair, Conference Liaison and Coordinator, update Conference Evaluation
- Gather data from survey after conference and compile a report
- Assist other conference team members where needed prior/during conference

Conference City Representative

- Review previous conference evaluation results and Conference Committee Final Report
- Assist Conference Chair, Conference Liaison, and AHEPP Coordinator with requests such as connecting to local businesses, accepting shipments, and other miscellaneous needs
- Assist Hospitality Chair with suggestions for things to do in the area, recommendations for restaurants, airport shuttle suggestions, etc.
- Assist other conference team members where needed prior/during conference



2017 Conference Planning Committee Application

Submission Deadline: December 20, 2016

Thank you for your interest in serving on the 2016 AHEPPP Conference Planning Committee. The national conference will be held on November 13-15, 2016 in Dallas, Texas. Please review the list of committee positions and descriptions before completing an application. If you have any questions before applying, please contact Laci Weeden, Conference Liaison, via email laci.weeden@studentlife.gatech.edu. **Applications are due by 5:00 p.m. on Tuesday, December 20, 2016.**

Name

Current position/Title

Institution

Address

City

State

Zip

Office phone

Email

Years in current position: _____

Years in parent/family programming: _____

Have you ever attended an AHEPPP Conference? YES NO

If YES, what year(s): _____

Have you ever attended the AHEPPP Pre-Conference? YES NO

(application continues on next page)

After reading the Conference Planning Committee position descriptions, please indicate the position(s) in which you are interested. If interested in more than one position, please provide a rank order (1, 2, and 3). You may select up to three positions.

- _____ Program Chair
- _____ Pre-Conference Chair
- _____ Marketing/Social Media Chair
- _____ Strategic Partner Chair
- _____ Hospitality Chair
- _____ Awards Selection Chair
- _____ Volunteers & Recognition Chair
- _____ Conference Assessment Chair
- _____ Conference City Representative

Include the following with this form:

- Current resume/vitae.
- Please write a brief statement describing why you would like to serve on the AHEPPP 2017 Conference Planning Committee. Outline the skills and experience you have that will contribute to the planning committee, especially any particular skills related to the areas of interest you indicated above. Finally, share ideas or suggestions you have for the 2017 conference in Dallas, Texas. Limit to 500 words.
- Letter of support from supervisor.

Nomination and all supporting documents should be submitted to Laci Weeden via email at laci.weeden@studentlife.gatech.edu by 5:00 p.m. on Tuesday, December 20, 2016.

