

# College and University Professional Association for Human Resources

## Southern Region

### Position: Director-at-Large for Program Support

#### Position Summary

Attends to details related to conference set-up. Arranges audio/visual vendor to provide service for conference and acts as A/V liaison. Coordinates the persons who will introduce speakers. Arranges signage for conference and ensures that each break-out room is set-up appropriately for each conference meeting.

#### September (Board Meeting)

1. Assist the Chair elect in locating Keynote speakers.
2. In coordination with the Chair Elect review concurrent session proposals and choose those for presentation. Seek new proposals as needed.
3. Contact session facilitators to determine the audio-visual needs and to secure biographical information to be used in introduction of the presenter(s).
4. Contact the hotel or Host Committee Chair in which the conference is to take place and ask if they can provide a list of companies for audio-visual service.
5. Consult the phone book from the host city.
6. Consider using a traveling AV support company, such as:

Mike Jacaruso  
Audio Visual Services/Coastal  
301 N. Green Meadows Dr. #A2  
Wilmington, NC 28405  
Voice: 910-395-0045, Fax: 910-395-0121

#### November

1. Routinely follow-up with presenters concerning A/V needs.
2. No later than thirty days prior to the conference, send a tentative list of A/V needs to the A/V companies to start the bid process.
3. Asks the A/V company to provide you with a volume discount if possible.
4. Once the best quotes possible have been received, submit the most appropriate to the chair for approval.

## February/April

1. Last minute A/V changes should be given to the provider as soon as possible.
2. Find speaker introducers and get biographical introductory information to them prior to scheduled session usually coordinated with Chair-elect who also needs to get concurrent session evaluations to speaker introducers.
3. Prepare a manila envelope and place presenter bio, the evaluations sheets for the session, instructions for the speaker assistant and the gifts. Packet is to be rovided to the speaker assistant upon registering at the conference. The outside of the envelope should have the name of the presenter (s) and title of the presentation, session number and room name, date, time, and the AV equipment for that session.
4. Work with the Host Committee Chair to develop signage for the conference, concurrent sessions, events, etc.
5. Need to order easels from the hotel for the signage

## May (Conference)

1. Assist in setting up signs before each session.
2. Ensure that the equipment each presenter requested has been set up in accordance with the presenters' specifications and is waiting for the presenter before each session.
3. Ask that each presenter be in the session location no later than fifteen minutes prior to the start of their program to allow time to test equipment and acquire alternative equipment if not working properly.
4. Make personal contact with all exhibitors and sponsors to thank them.
5. Ensure rooms have adequate seating, evaluations and that the room temperature is appropriate with Chair-elect. Also know who should be called regarding seating or temperature issues.

## June

1. Discuss & review with the hotel and the A/V representative any changes that occurred during the conference.
2. Review the final bill from the A/V company and ensure it accurately reflects the charges to be paid.
3. Resolve any discrepancies with the A/V company.
4. Submit bill to Chair and Secretary Treasurer for payment.
5. Prepare updated responsibilities and submit to Chair prior to Fall board meeting.