



General Responsibilities for All Planners

- Participate in phone conferences with other planners
- Keep written notes about their positions and how things went, what they would do differently, etc. and provide a copy to the next planning team.

Phone conferences begin sporadically, but increase in frequency and duration (up to 1.5 hours per call) as the date of the conference approaches. Other communication channels may substitute for telephone conferences.

Conference Chair (CC) 40-100 hours

The CC works closely with the CATS Program Manager (a CDL position) to oversee the planning process, including communication with the entire planning team (both as a group and individually); developing the planning and conference schedules; and ensuring that the conference schedule takes into account:

- Travel time from hotel to campus and return trips
- Meals
- General sessions
- Welcome and keynote presentations
- Campus showcases
- Concurrent sessions for Tracks 1, 2, 3, 4 and other sessions (e.g., BOF, TIGERS, Special, Vendor)
- Setting and monitoring deadlines for input from all coordinators
- Scheduling individual meeting times with planners to discuss issues and answer questions
- Delegating tasks and providing general training to Vice-Chair
- Assisting track coordinators in making decisions on topics and presenters and ensuring there is no overlap of session topics in the concurrent sessions
- Taking part in conference welcome and other general sessions as needed
- Scheduling debriefing sessions during the conference as needed

Vice-Chair (VC) 40 hours to be shared with Conference Chair

The VC will observe and participate in all tasks performed by the CC. The next year the VC will become the CC. The VC is responsible for oversight of members of the planning team as designated by the CC. The VC also steps in and performs team member tasks in the event that a team member can no longer perform their job.

Local Host Coordinator (LHC) 40+ hours, divided among campus staff

The LHC is responsible for all activities for which the host campus is best suited to coordinate or make decisions about, including:

- Working with CC and CATS Program Manager

- Identifying hotels that will meet the needs of CATS, e.g., nice accommodations with a sufficient number of rooms (double occupancy for sponsored participants); one room large enough for hospitality suite, if possible; banquet facilities; possible meeting rooms and Internet connectivity (desirable); convenient location (proximity to campus, ease of transportation)
- Working with CATS Program Manager to identify caterers, negotiating meals/prices/locations
- Obtaining campus parking permits for drivers; arranging for drivers of campus vehicles (if necessary)
- Liaising with hotel conference coordinator, catering manager on campus; transportation vendors as needed; also liaising with other groups/offices on campus whose help may be requested, e.g., system administrators, network administrators, student lab managers
- Working with CATS Program Manager regarding contracts and budget
- Coordinating campus room scheduling, ensuring enough adequately-sized and adequately-configured rooms that meet technical needs, e.g., Internet connectivity, display and other A/V equipment, public address system where needed
- Coordinating lab where participants can check e-mail, work, print
- Coordinating use of campus equipment and technical services, e.g., demonstration workstation(s), projection systems, VCRs and monitors, removable media for loading demonstration software; preparing back-up systems in anticipation of critical failures
- Working with the Signage Coordinator [SC, below] to ensure posting of proper signage on the campus
- Submitting transportation and hotel information for pre-conference participant communication
- Submitting campus room schedule/information for published program

Keynote/General Session Coordinator (GSC) 6-10 hours

The GSC works closely with the CC to ensure the continuity of the conference; i.e., the keynote and general sessions should present topics that have broad appeal and may be thematically connected. Duties include:

- Soliciting/collecting and coordinating the selection of the keynote and general session topics/speakers, in conjunction with CATS Program Manager
- Inviting and confirming keynote and other general session speakers, in conjunction with CATS Program Manager
- Requesting and assigning deadlines for session descriptions, speaker bios, registration, technical needs, etc.; notifying speaker of session dates and times. (Speakers are responsible for their own handouts.)
- Interviewing speakers for information to include in introductions
- Greeting and introducing speakers at session, or finding another suitable person to do the introductions
- Working with the CATS Program Manager to ensure speaker lodging, meals, and other needs as necessary
- Working with LHC re A/V needs
- Submitting scheduling information for published program

Track Coordinators (TC) (3-5 positions) 15-40 hours

The TCs are responsible for recruiting presenters for concurrent sessions within their tracks, using the prior year's conference evaluations, the current year's pre-conference surveys, and the online proposal submission system to identify high-interest topics and potential presenters. The TCs work closely with each other and try to create a schedule in which each presentation enhances the others, especially across tracks. Their duties include:

- Working with CC
- Reviewing sessions submitted online
- E-mailing other inquiries to potential presenters, following up with phone calls
- Interviewing presenters to assess presentation/communication skills and experience, scope of knowledge in content area, willingness to share sessions with others doing similar work, preferences for session format, day/time preference
- Developing sessions and determining appropriate formats (e.g., shared/solo, showcase/panel/discussion/hands-on)
- Inviting presenters to conduct/participate in a concurrent session; requesting and assigning deadlines for session descriptions, presenter bios, registration, technical needs, etc.; notifying presenters of session dates and times. (Presenters are responsible for their own handouts.)
- Ensuring receipt of presenter materials to be posted on the conference Web site
- Introducing presenters who will be sharing sessions to one another and encouraging pre-conference collaboration
- "Mapping" initial track schedule; identifying and filling holes
- "Mapping" all tracks to avoid overbooking presenters
- Editing/refining session descriptions for published program, in conjunction with CATS Program Manager
- Working with LHC to schedule rooms and equipment
- Staying in touch with presenters; sending reminders prior to conference

Session Facilitators Coordinator (SFC) 10-15 hours

The SFC is responsible for recruiting session facilitators, obtaining bios for presenters (with help from the track coordinators), and scheduling facilitators for each session:

- Working with TCs
- Recruiting and scheduling Session Facilitators (SFs) for each session
- Creating packets for the SFs; packets contain printed biographical information and blank evaluation sheets to aid the SF in introducing the speaker(s) and collecting session evaluations

Session Facilitators (SF) 1-2 hours per session, as many positions as needed to accommodate all sessions

The SFs are responsible for facilitating the sessions to which they have been assigned. Their duties include:

- Introducing the presenters and the session
- Providing presenter support (e.g., distributing handouts, turning lights on/off, etc.)
- Distributing and accepting evaluations from attendees

- Taking a head count of attendees and recording this on the envelop containing completed evaluations
- Delivering evaluations envelop to a specified location

Campus Showcase Coordinator (CSC) 20-40 hours

Stand-up campus showcases, featuring current/just-completed projects, have been an important element of CATS conferences from the beginning. In 2005, campuses can participate in the showcase in three ways:

- Five minute stand-up presentations during general sessions on the first two mornings (limited time slots—first come, first served);
- Themed poster presentations during the cocktail party/ice breaker portion of the CATS banquet;
- Black and white 8-1/2” X 11” flyers to be included in a Best of [CATS] Show booklet.

The CSC is responsible for recruiting and scheduling Campus Showcase (CS) participation from all campuses with these tasks:

- Determining the number of stand-up presentations that can be accommodated
- Communicating with all attendees about the CS, providing deadlines, and requesting responses from all campuses about the nature of their presentations, i.e., stand-up, poster, flyer
- For stand-up presentations:
 - Reviewing CS focus, time limits, and A/V needs/limitations with the campus representative; working with representative to add CS info to MERLOT-CATS as well as conference Web site
 - Developing CS session schedule(s) (e.g., determining when each campus presents, taking A/V needs into consideration)
 - Working with LHC re A/V needs; communicating back with campus representatives as needed
 - During session, getting next campus representative “on deck” (setting up) while current presentation is underway
- For poster presentations:
 - Working closely with participants to ensure successful posters
 - Designing poster session packets/information for visitors
 - Designing “poster information” cards for tables
 - Working with LCH and CC to determine A/V needs/limitations of location
 - Submitting participant list for published program
 - Helping set up poster session area
- For Best of [CATS] Show brochure:
 - Working with PMC and CATS Program Manager to set a deadline for submissions
 - Making sure that the booklets are available at the registration table on the first day
- Sending reminders to Campus Showcase representatives prior to conference

Entertainment Coordinator (EC) 3-10 hours

The EC is responsible for identifying and scheduling entertainment activities for the night of the banquet. Prior conferences have included digital storytelling, CATS *Jeopardy!*, CATS *Family Feud*, a comedian, and live bands. The EC's duties include:

- Working with CC
- Lining up options and presenting them to the full planning team
- Working with CATS Program Manager when necessary
- Working with LHC for location and A/V needs
- Submitting entertainment schedule and information for published program
- Making sure the room is set up and ready
- Testing the technology
- Making sure the room is "put back together" (if applicable)
- Greeting and communicating with the performers (if applicable)
- Promoting and communicating the event to the CATS list

Vendor Coordinator (VC) 30-60 hours

The VC and Vendor team are responsible for soliciting vendor sponsorship and coordinating their participation at the conference. The team is responsible for:

- Contacting vendors, inviting them to participate at the vendor table area, and/or to make co-presentations with CATS members
- Creating a vendor spreadsheet, which includes the following information:
 - Top tier vendor list
 - Secondary vendor list
 - Notice of invitation
 - Actual invitation
 - Levels of sponsorship and inclusions in each level
 - Vendor presentation/information spreadsheet
 - Follow-up e-mails for sample text/copy
 - Eight-Minutes of Excellence announcement e-mails
 - Vendor wish list (*for future planning*)
- Soliciting product donations for conference prizes [see Prize Coordinator, below]

Prize Coordinator (PC) 3-8 hours

The PC is part of the Vendor team and is specifically responsible for the solicitation of raffle and other prizes. Prior to the conference, duties include:

- Identifying vendors for giveaways
- Work with CATS Campus Liaisons to solicit campus bookstores for donations
- Contacting vendors for donations (form letter, phone)
- Submitting names of donors for published program

During the conference, the PC awards the prizes at the designated general or entertainment sessions. After the conference, the PC sends thank you letters to donating vendors.

Birds of a Feather (BOF) Coordinator (BFC) 2-4 hours

The BFC is responsible for enabling BOF tables at lunchtime. BFC duties include:

- Getting a list of current BOFs from the Signage Coordinator (SC), i.e., finding out what BOF table tents already exist; asking SC to provide a few blank table tents at the conference
- Sending a tickler e-mail to attendees one week before the conference, defining “BOF,” listing current BOF topics, and encouraging attendees to seek the BOFs that interest them at lunchtime
- Getting to the lunch area 20 minutes early, and setting up table-tents for BOF tables
- Hosting the BOF table area, being ready to make last-minute tent signs for emerging BOF topics

On-site Registration Coordinator (RC) 10-25 hours

The RC is responsible for communication with participants from the initial conference announcement through the distribution/placement of conference materials, the development of conference packets, and the collection of campus documentation for distribution. Duties include:

- Working with the CC and CATS Program Manager to determine contents of conference packets
- Coordinating on-site preparation of conference packets (the planning team arrives early on the first day and will help with this)
- Working with LHC to set up campus registration table and Information Kiosk
- Ensuring that the registration table is adequately staffed, by recruiting fellow CATS
- Organizing the setup/move/setup of the CATS registration desk at the hotel [first day] and the campus
- Working with the LHC to store materials at the end of the day and setting the table up again the next morning
- Packing up left-over materials on last day for return to CDL
- Communicating with campus representatives to request campus documentation for distribution at the Information Kiosk; collecting full packet(s) for archive

Printed Material Coordinator (PMC) 12-30 hours

The PMC is responsible for the design and printing of the conference program. Duties include:

- Working with CC and CATS Program Manager
- Setting deadlines for receipt of material for production
- Communicating with other coordinators as needed
- Providing draft copy of program for proofing/editing prior to finalizing the program
- Arranging for printing and delivery of conference programs to the conference hotel on the first day

Signage Coordinator (SC) 40-100 hours

The SC coordinates with the planning team to produce appropriate signs. Duties include:

- Working with LHC to survey the host campus and determine the number and configuration (i.e., direction of arrows) of signs needed to help CATS find the buildings and rooms for sessions
- Creating direction signs, including designing, printing, mounting and laminating
- Designing and printing a banner for the hotel and for the main building and general session room on campus

- Producing conference logo cut-outs to be used on the podium(s) in the main meeting hall and door graphics for each of the classrooms
- Producing badge ribbons as requested by the planning committee
- Attaching ribbons to the badges at the conference, with assistance of planning team members helping set up the registration table
- Acting on requests for signs from the VC
- Compiling the list of classes from the program conducted in each classroom and producing door graphics listing the times for each class
- Assisting the local host re installation and displaying changes needed for each venue
- Designing and printing of the BOF signs for the lunch tables (generic in appearance so we can recycle for future conferences)

Graphic Designer (GD) 40-70 hours

The GD creates a unique conference logo and design that incorporates the theme and number (e.g., first, second) of the conference. Responsibilities include:

- Working with conference planning team to select and refine the design
- Providing graphic elements to SC, PMC, and others as needed
- Preparing the design for printing on t-shirts and other collateral (works with CATS Program Manager to determine which collateral will be provided for each conference). The GD also contacts vendors to arrange for printing and delivery of items
- Creating awards and certificates as needed
- Working with MC and CATS Program Manager to develop monthly “get ready for CATS” promotional flyers, November – February

Pre-conference Survey Coordinator (PSC) 16 hours

The PSC develops content and manages modifications on a survey tool, and delivers survey results to the CDL for posting. Responsibilities include:

- Developing the Web survey page and content
- Providing link for CATS Conference web page
- Compiling results for posting on CATS Conference web page

Chair Emeritus (CE) 8-20 hours

The CE makes their expertise available to the current chair and pitches in as directed. The CE usually will serve as the Mentor Program Coordinator

Mentor Program Coordinator (MPC) 1-3 hours per each 10 pairs

The MPC will solicit and gather a list of interested new conference attendees and repeat attendees in order to speed the inclusion and welcome of newer conference participants as well as to re-invigorate long-time conference CATS. Responsibilities include:

- Sending out e-mails to CATS list and the conference attendee list inviting them to become mentors and mentees
- Developing a Web form where interested parties can identify themselves (hopefully the same form can be used in subsequent years)

- Pairing interested people by job description and ensuring that each member of the pair is not at the same campus (the goal is to extend the mentee's circle of conference contacts beyond their home campus)
- E-mailing each pair prior to the conference to welcome them to the mentor program, and suggesting ways in which the mentor may help the mentee to ease into the conference

Conference Historian (CH) 5-10 hours

Coordinates a subcommittee of CATS planners to assist with the collection of materials and production of a post-conference Web site. Responsibilities include:

- Taking and collecting photographs of the conference from participants
- Writing a summary of major events
- Working with CDL to interview CATS about their conference experiences
- Creating a Web site with information about the conference
 - how it went
 - who was there
 - photos
 - videos
 - testimonials

CATS Volunteer (CV) 0-8 hours

General volunteers are needed to attend to duties such as:

- Before the conference:
 - Assessing session proposals
- At the CATS conference:
 - Placing signs
 - Finding tech support, when needed
 - Setting out food

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