



Job Description

Job Description: Conference Committee Job Descriptions
Effective Date: Initiation Date
Approved by: APIC-MN Board of Directors
Review/Revise Date: May 2011

TITLE	PAGE
Conference Committee	2
Conference Committee Chairperson	6
Conference Committee Vice-Chairperson	7
Conference Committee Co-Chairperson	8
Speaker Confirmation Letters	9
Program Committee Member	10
Exhibitor/Vendor Liaison	11
Advertising/Poster Presentation	12
APIC-MN Administrative Assistant/Librarian	13
Moderator Coordinator	14
Moderator	15
Conference Site Arranger	16
Brochure & Manual Printing/Publications	18

General Job Description for all committee members:

1. Complete a conflict of interest statement at the time of appointment /election and update this document during the year if there are changes in status
2. Complete a contact information sheet to be included in the News and Views and on the chapter website
3. Representatives are asked to be clear in their communication if a statement made/position taken does not represent that of APIC MN, but rather is a personal opinion
4. Representatives are asked to not endorse a product or company on behalf of APIC MN, but may express an opinion or comment based on personal experience
5. Communicated any questions, concerns or conflicts of interest that arise while serving in an appointed representative role to the designate board liaison for discussion and/or actions by the APIC MN Board as necessary
6. Submit an article for the News and Views at least once during the year relative to activities. This is to include an annual summary report
7. Give a verbal report during chapter business meetings as desired/necessary
8. Provide a verbal report at board meetings if requested
9. Review, at least annually, the APIC MN website for content pertaining to your role on a committee or on the Board. If you wish to make changes to the website, provide your committee's Board liaison with a copy of these changes.

CONFERENCE COMMITTEE JOB DESCRIPTION

Purpose

To provide an annual educational conference for Professionals in Infection Control and Epidemiology in the region and generate income which supports the primary activities of the general membership.

1. There will be 10 – 12 Conference Committee Members.

Vice and Co-Chairperson (See Job Descriptions)

1. The Committee will have a Vice Chairperson and Co-Chairperson.
2. The applicants will be approved by the Board for these positions.
3. The Chairperson will attend that year's National Conference paid for by the Board.

Committee Responsibilities

Selecting dates for the Conference.

1. Consideration must be given to possible date conflicts such as neighboring state or regional conferences, ICAAC, National APIC, MDH Fall Meeting, MEA/AFT, Yom Kippur, school days off, Columbus Day, MHHA, and the National Society of Microbiologists Annual Meeting, MDH fall public health conference (CHS Conference) etc.
2. Conference sites are chosen for upcoming year by present conference committee

Conference site selection with consideration given to:

1. Facilities able to accommodate projected attendance and exhibitor space.
2. Proximity to airports for accommodating National speakers with no more than one hour ground travel.
3. Acceptable financial profit margin, reasonable hotel accommodations with free, accessible parking and site availability.
4. Limited time investment for Conference Committee investigation of new site.
5. Acceptable, accessible extracurricular activities for attendees utilizing overnight accommodations.
6. 2004 Board decision: In the past ten years, we have had the conference in the Brainerd area, Duluth and Rochester. The number of participants and exhibitors decreases when we move outside of the Twin Cities. Board recommends we plan future conferences for the metro area to serve the maximum number of our participants, and do not go outstate.

Conference site arrangements.

1. Educational rooms.
2. Exhibitor area.
3. Meals and coffee breaks.
4. Sleeping rooms.
5. AV availability.

Selecting educational topics and speakers.

1. Communicate with the Education Committee Chairperson to avoid duplication of topics.
2. Consider suggestions for topics from previous conference evaluations.

Reimbursement criteria.

1. Conference fee waived for conference committee members.
2. Conference Committee Members will be reimbursed for 2 nights, double occupancy or one night, single occupancy, if decision is to not have a roommate.
3. APIC Member Speakers:
 - a. Total conference is paid by the Committee if member speaks for 50 minutes or greater.
 - b. Refreshments/Meals
 - Meals during the conference are paid by the Committee
 - Dinner, if overnight, - Limit \$20.00.
 - c. Rooms
 - One night's accommodation of their choosing – single occupancy
 - Speaker responsible for 2nd night if used
 - d. Honorarium
 - Social security number of the speaker is required when their honorarium is greater than \$350.00 (IRS 1099)
 - e. Other Expenses (travel, mileage etc.)
 - Paid by Committee as needed

- f. Conference Manuals
 - On request
- g. CEU's
 - Provided on the days attended, excluding their own presentation
- 4. Non-APIC Member Speakers
 - a. Refreshments/Meals
 - Coffee breaks and lunch only on day of speaking
 - Dinner, if overnight – Limit \$20.00.
 - b. Rooms
 - One nights accommodation of their choosing – single occupancy
 - Speaker responsible for 2nd night if used
 - c. Honorarium
 - Information required is the same as above
 - d. Other Expenses (travel, mileage etc.)
 - Paid by Committee as needed, within reason
 - Coach class only consistent with current rates
 - e. Conference Manuals
 - Provided if requested
 - Other day of conference fee will be Non-APIC rates
 - CEUs provided on the days attended, excluding their own presentation
- 5. Conference registration fee and one night's accommodation will be provided to the APIC-MN Treasurer.
- 6. Distinguished Service award winner receives free fall conference tuition paid by conference committee
- 7. MDH receives up to 10 for free or no honorariums. No complimentary conference days given instead of honorariums for speakers. Speakers will be included in the 10. Additional MDH attendees will pay a reduced cost to defray hotel and food costs.
- 8. Since 2004: Nominating committee chair and co-chair attended compliments of APIC nominating committee budget. Arrange with treasurer to have fees transferred from their budget to ours.

Other

- 1. Average number of CEUs
 - a. 10 – 12
- 2. Average number of speakers with airfare expenses
 - a. Varies cases by case depending on budget and sponsorship
 - b. Committee will check with their travel agent for reasonable rates
- 3. Acceptable honorarium ranges
 - a. If over \$350.00 an attempt is made to acquire a sponsor
 - b. Can vary depending on speakers topic
 - c. If a speaker declines an honorarium, the chair or vice-chair will obtain a modest thank you gift for the speaker, compliments of conference committee

**Arranging for exhibitors.
(See Exhibitor Liaison Job Description)**

Arranging publicity.

(See Advertising/Poster Presentation Job Description)

Arranging for all printing.

(See Brochure and Manual Printing/Publications Job Description)

1. Brochures
2. Program manual

Committee Chairperson acts as the financial officer for the conference.

1. Keep accurate records of income and expenditures.
2. Arrange for liability insurance with National APIC, in July, for the conference.
3. Submit signed expenditure vouchers to the Treasurer for reimbursement as needed. (EXCEPTION: Administrative Assistant expense vouchers are forwarded to past President for approval). To facilitate timely reimbursements, the expense vouchers can be downloaded from APIC MN web site (under policies and procedures), and sent electronically to the treasurer. The e-mail coming from your address will serve as your signature and approval.

Submitting a conference report to the President by the December Board meeting.

1. This report will be included under committee annual reports in the News and Views.
2. The report should include:
 - a. Number of APIC and Non-APIC member attending
 - b. Geographical areas and areas of attendees employment represented
 - c. Expenditures and income
 - d. Other information as appropriate

Updating the Conference Notebook. This notebook is passed on to the next Chairperson.

Submitting a conference budget for the ensuing year to the current treasurer before the December Board meeting.

1. Chair and Vice-Chair to itemize budgeted expenses.
2. New conference site must be selected, presented to the Board for approval, and then announced to the membership at the annual conference.

CONFERENCE COMMITTEE CHAIRPERSON **JOB DESCRIPTION**

1. Serves as head of the conference committee.
2. Mentors the Vice Chairperson.
3. Schedules all conference committee meetings.
4. Develops the agenda for all meetings.
5. Attends current year's National Conference paid by the Board.
6. Serves as the financial officer for the conference.
 - Keeps accurate records of income and expenditures.
 - Arranges for liability insurance for the conference.
 - Submits signed expenditure vouchers to the Treasurer for reimbursement as needed.
7. Directs the committee so all facets of the conference are completed in an organized and timely manner.
8. Serves as a conference committee spokesperson to the Board as necessary.
9. Gives instruction and guidance during the conference to all attendees.
10. Updates the conference notebook as it is passed on to the next chairperson.
11. Submits a conference report to the President by the December meeting.
10. Submits a conference budget for the ensuing year to the current treasurer before the December meeting.
11. Assists the committee on determining the next conference site.
12. Purchase and distribute speaker Thank-you cards.

VICE-CHAIRPERSON JOB DESCRIPTION

1. Approved by the Board from applicants.
2. Mentors Co-Chairperson
3. Responsibilities:
 - Discuss with Program Committee, the speakers or topics to evaluate for a future APIC-MN Fall Conference
 - Evaluate exhibitor process
 - Evaluate conference format
4. Assumes the responsibility of the Chairperson, if necessary
5. Takes over the position of Conference Committee Chairperson the ensuing year
6. Assists the Chairperson in all facets of the conference.
7. May develop some meeting agendas with the Chairperson.
8. Chair of the Program Committee
 - a. Directs when the timelines for Speaker Handouts, Evaluation Results, and thank you notes are required are required to be sent.
 - b. Coordinates the program committee to obtain SS# or the employer identification number of speakers whose fees are > \$350.00, W-9. It can be printed/downloaded from this web site. <http://www.irs.gov/pub/irs-fill/fw9.pdf>. This should be collected BEFORE the conference, and before the speaker receives their check.
 - c. Coordinates the Completion of expense vouchers for each speaker with the honorarium amount, to submit to the treasurer before the conference.
 - d. Collects the speakers Conference Evaluations.
 - e. Coordinates the Registration of all Conference Committee members and submit to Administrative Assistant.
9. Assists with the development of all conference reports.

CO-CHAIRPERSON JOB DESCRIPTION

1. Approved by the Board from applicants.
2. Assists Vice-Chairperson with all facets of his/her responsibilities.
3. Assumes the responsibility of the Vice-Chairperson, if necessary
4. Records minutes from committee meetings.
5. Takes over the position of Conference Committee Vice-Chairperson the ensuing year.
5. Works with Education Committee to avoid duplication of topics
6. Helps to coordinate speakers.

SPEAKER CONFIRMATION LETTERS

Be sure to include the following information in your letter:

1. The title and objectives for their presentation.
2. The date, time, place of the presentation and general information about the conference.
3. A curriculum vitae form for completion.
4. Instructions for the speaker to send you their outline, objectives, bibliography, and handouts print -ready for inclusion in the program booklet. See Attachment 1
5. Request for AV needs to be sent to you.
6. Your e-mail, address and phone number as the conference contact person.
7. Honorarium information, request SS# if >\$350 for W2 form.
8. Travel and lodging information for out-of-town guests.
9. Invitation to attend the conference sessions and lunch of their speaking day
10. Sponsorship form if indicated. See Attachment 2

PROGRAM COMMITTEE MEMBER JOB DESCRIPTION

Responsibilities

1. Contact speakers to:
 - a. Schedule a date and time for their presentation
 - b. Discuss objectives
 - c. Identify AV needs
 - d. Obtain materials for the syllabus
 - e. Duties as determined by Vice-Chairperson
2. Arrive in the session room early enough for preparation.
 - a. Become familiar with the room lighting, entrances, etc.
3. Greet the speaker on Conference Day.
4. Introduce the speaker to the moderator.
5. Check with the moderator before the session, for any needs.
6. Assure that there is water and a drinking glass for the speaker.
7. Obtain slides, laptop, disc, CD or whatever AV equipment is necessary from the speaker and give to AV personnel.
8. Finalize speaker AV equipment needs for last minute changes.
9. Be attentive to the moderator and AV personnel to anticipate any needs she/he may have during the session.
10. Collect question cards from the center aisle and forward to the moderator during the question/answer period, if question cards are used.
11. Escort the speaker to lunch, if they are staying.
12. Write thank you letter to speaker with evaluation feedback.

CONFERENCE COMMITTEE EXHIBITOR/VENDOR CONTACT PERSON

BEFORE CONFERENCE

1. Review the list of vendors from previous years, making corrections to names and/or company as necessary. Seek new vendors from committee members and other sources.
2. Update Invitation Letter, Needs Assessment Form and Evaluation Tool with details of the current conference.
3. Work with Administrative Assistant to complete 3-11: Send the above and a Conference Brochure to vendors when available.
4. Contact Facility/Conference Center staff for details of Exhibit Hall layout and electrical request forms. Obtain a schematic of hall for use in assigning tables. Determine maximum capacity. Work with the Conference Center committee member on these details.
5. Receive payment.
6. Record each check and send it with a voucher to the Chapter Treasurer.
7. Send confirmation letter/thank you to each vendor after they register.
8. Contact, by phone or e-mail, the vendors who have not responded by the due date.
9. Assemble the Exhibitor packets which include:
 - Program Brochure
 - APIC Tax number
 - List of attendees
 - Evaluation tool
 - Personalized Thank You note, unless done separately
10. Make an Exhibitor Directory, which will be given to attendees and vendors at registration.
11. Provide a list of Exhibitors who are program sponsors to committee member working on the syllabus.
12. Complete special needs requests from each vendor (mail conference facility electrical request form with confirmation letter, work with caterer, if they ordered a box lunch). Collaborate with Site Coordinator
13. If an exhibitor requests to have fee waived (ie enrica fish books) consider asking them to donate a door prize.

ADVERTISING/POSTER PRESENTATION JOB DESCRIPTION

Responsibilities

To coordinate poster presentations for the annual APIC-MN Fall Conference, done so by recruiting poster presenters through the News and Views, announcements at monthly APIC-MN meetings, and through one-on-one communication.

Schedule for Completion of Tasks

1. March – Announce the need for poster presenters at the meeting.
Send information regarding conference to various organizations including APIC MN, and possibly national APIC, AJIC, or other state organizations.
2. April –
 - a. Place a notice in the News and Views
 - b. Write letters to confirmed presenters with sample abstracts
3. May – Place another notice in the News and Views.
4. Contact Louise Krisko winner for poster submission requirement.
5. June – Place another notice in the News and Views.
6. August –
 - a. Abstract Deadline on the 1st.
 - b. Send abstracts to administrative assistant. Copies will be made for conference folders.
 - c. Determine the number of poster boards needed.
 - d. Write out Thank You's to all participants – (One per Facility)
 - e. Send the list of names (For Checks) to the Treasurer.
 - \$100.00 will be awarded to the top 2 posters in the Scientific and Educational categories. The following groups will be eligible for payment.
 - Communication or Board Driven – No Pay
 - Non-paying attendee –No Pay
 - Health Department poster – No Pay
7. September/October – Bring Velcro, scissors, and stick-pins etc. for conference. Check with the conference hotel what is acceptable to use.

APIC-MN ADMINISTRATIVE ASSISTANT **JOB DESCRIPTION**

APIC-MN Administrative Assistant Is responsible for any general typing, mailing jobs, or other needs directly related to APIC-MN during the course of the year, as designated by the Board/Committees.

They will work with the conference committee in the planning and implementation of the Fall Conference.

Fall Conference Administrative Assistant

Duties

1. Conference Assistant
 - a. Types and maintains mailing lists
 - b. Assists with conference mailings
 - c. Does miscellaneous typing for various committee members
 - d. Completes Line listing of attendees. Gives a copy to each committee member.
 - e. Obtains Conference CEU certificates for attendees
 - f. Works with the committee conference site arranger and conference facility regarding billing and registrations.
 - g. Acts as a liaison between the committee and attendees
 - h. Pre-registers attendees and maintains registration logs with names, addresses, money, etc.
 - i. Assists the Treasurer with tracking the attendees fees
 - j. Tracks late registrants and fees with a master list at the conference registration desk.
 - k. Sets up and monitors registration each day of the conference
 - l. Keeps accurate meal counts and attendance counts
 - m. Uses conference attendee list to get nametags from the printer.
 - n. Has directional signage made for the conference.
 - o. Organizes meal tickets and any other special drawings.

2. Vendor Assistance, as requested
 - a. Compiles vendor packets
 - b. Vendor tracking and mailing of materials
 - c. Types/copies membership log for vendors

3. Post-Conference
 - a. Provides certificates of completion for conference attendees
 - b. Provides related reports to the Conference Committee and Board at the end of the conference.

Reimbursement Structure for Administrative Assistant (from APIC MN Board's Job description). Conference Committee Chair approves invoices from Administrative Assistant, and sends them on to Past President for approval. All bills/invoices from Administrative Assistant are approved by Past President who in turn submits them to the Treasurer.

MODERATOR COORDINATOR JOB DESCRIPTION

Contact Nominating Committee Chair

1. Do in **May**.
2. Have the nominating chair inform those members running for office that they will be asked to moderate or host sessions at the annual Fall Conference.
3. Acquire a list of:
 - a. Candidate names
 - b. Office they are running for
 - c. Facility address
 - d. Phone number
 - e. E:mail address

Contact Candidates

1. Contact the President Elect and ask him/her to moderate the first speaker.
2. Assign candidates to sessions, keeping concurrent sessions in mind.

Curriculum Vitae

1. These will be sent to the Moderator Coordinator by the Program Committee Chair.
2. Remind Chair in the spring.

Moderator Assignments

1. Send letter to candidates indicating:
 - a. Their job description.
 - b. Copy of the program.
 - c. Speaker assignment.
 - d. Copy of their speaker's curriculum vitae.

Conference Time

1. Place "**Reserved**" signs on the tables at the rear of the main conference area for the committee members, AV helper and hostesses/hosts.
 - a. The conference site usually has them for free.
2. Place "**Question Cards**" on the tables for all sessions, including the concurrent sessions.
 - a. Recycle those unused.
3. Meet with the moderators to familiarize them with the conference site to aid them in performing their particular job.

Post Conference

1. Send Thank you notes to all moderators.

MODERATOR JOB DESCRIPTION

Responsibilities

1. Greet the speaker when he/she arrives and if at all possible remain with the speaker until his/her session and assure their comfort.
2. Escort the speaker to the lectern and orient them to the microphones, pointer, etc. Ask the AV personnel for assistance. **Note:** Do not place the microphone on ties as they provide less than adequate sound.
3. Relay any special speaker requests to the program committee member.
4. Inform the speaker to allow **10** minutes at the end of the session for the question/answer period, and to remain at the lectern.
5. Introduce the speaker using their curriculum vitae. Items to include are:
 - a. Speaker name
 - b. Where he/she is from
 - c. Current job/position
 - d. APIC member/position if applicable
 - e. Special training in area of topic, etc.
6. **Wear a Watch!** Monitor time carefully to allow for the **10** minute question/answer period.
7. Inform the speaker when he/she has 5 minutes left to speak (**at 45 minutes or utilizing a speaker timer**) and politely approach the lectern when time is up. **Do not allow the speaker go over the time allotted.**
8. At the end of the talk, (**50 minutes or as scheduled**) ask the attendees to pass the question cards to the middle aisle. The program host/hostess will collect them for you.
9. Organize the question cards in a manner of importance: “like” questions, questions that need long answers or short answers etc., with consideration of how much time is left. Hand the cards to the speaker one at a time or read them yourself and then the speaker will answer.
10. After the Q&A, it is the moderator’s responsibility to tell the audience

CONFERENCE SITE ARRANGER

JOB DESCRIPTION

A. When looking for a new location for the conference

- a. Items #1-9 must be discussed prior to having the conference site manager prepare a contract.
- b. Share contract with Conference Chair and Vice-Chair to get their approval before signing.
- c. Send a copy of the signed contract to Conference Chair.

B. In preparation for an upcoming conference, meet with the conference site manager to discuss:

1. General information: Background about MN-APIC; projected audience; length of conference; date options.
2. Flow of program: Times in session; speakers; breaks; lunch; reception; vendors.(Bring a copy of last years conference brochure)
3. Space availability: Classroom style seating capacity; concurrent session needs; meeting room(s) for Conference Committee/other groups (e.g. The Board, Nominating Committee); vendors tables; poster presentations.
 - Address any cost of meeting rooms, vendor equipment (e.g. tables, electrical outlets), poster supplies (e.g. easels, bulletin boards, velcro).
4. Food: Continental breakfast, lunch, break, vendor options, and reception options; split lunch first day and together second day; how special requests are handled.
 - Keep track of numbers of meals for the speakers and vendors.Overnight lodging: Online reservation availability; volume of rooms to fill to meet contract; special rates for attendees extending their stay; how to obtain current reservation activity; contact person for reserving rooms for committee and speakers. Make the reservations for speakers and Conference Committee.
5. AV needs: Onsite AV equipment; onsite AV manager and their availability during conference; cost of equipment and AV manager's time; layout of general session and breakout rooms with respect to:
 - Size/number of screens, microphones, laptops, LCDs, splitters, podiums, risers, laser pointers, and any other special requirements (e.g. chairs/tables on riser, types of microphones, extra audio speakers,.
7. Travel: Transportation to and from airport to hotel; availability of transportation to and from points of interest near the conference site.
8. Shipping materials to conference site: Availability of manuals, vendor equipment to be shipped to conference site in advance; any limitations or fees for this service; where they will be located.
9. Fees for other activities.
10. Penalties to APIC. If it a new site, the contract needs to be reviewed by the National APIC attorney.

C. Several months before the conference

1. Send conference brochure to facility.
2. Meet with the facility contact to select menus, get contact names and numbers, get information about accessing attendee reservations, and information about the website for APIC members to use.
3. Keep track of numbers of meals for the speakers and vendors
4. Make the lodging reservations for speakers and Conference Committee
5. Check online for number of room reservations.
6. Get the AV price list.

C. Up to 3 days prior to the conference:

1. Finalize food count for breakfast, breaks, and lunch for each day and special food needs. Call the numbers in to the site manager.
2. Monitor volume of overnights reserved. Confirm reservations for speakers and Conference Committee.
3. Finalize any changes in AV needs, meeting room requests to site manager.
4. Confirm vendor table arrangements, reception arrangements.
5. Confirm AV needs with facility.
6. Check with conference members who are bringing laptops, laser pointers, etc

D. Night before the conference:

1. Meet the catering team, AV manager, other pertinent site personnel and confirm understanding of needs.
2. Do a walk-through of the conference site with the site manager to visualize set-up, confirm location of screens, seating, registration table, vendor tables, poster locations, buffet tables.
3. Make sure the poster boards, message boards and easels are present.

E. During the conference:

Walk through the space regularly to make sure:

1. There is adequate space for poster presentations.
2. There is enough food.
3. Vendors are settled.
4. Conference Committee has what they need.
5. Enough seats are available for attendees.
6. Rooms are not too cold or hot.
7. Lighting is adequate.
8. Signage is in place for concurrent sessions.

F. After the conference:

1. Meet with site manager to give final good-bye and confirm next year's dates, if applicable.
2. Check the bill. Send to Conference Chair to sign and send to Treasurer to pay.
3. Assist with budget proposals.

Brochure & Manual Printing/Publications

Design Brochures and Program Manual

1. Design the layout of the brochure/program manual.
2. Present to the Committee for comments and revisions.
3. Work with the Advertising/Poster Presentation committee member to proofread the new brochure/program manual. (Other committee members may proofread also).
4. The brochure should be ready for printing before June of each year.
5. The program manual should be ready for printing around September of each year.