

USETDA Conference Organizing Roles

The USETDA Board is very hands-on in helping to organize the conference with the local committee. If you have a strong local organizing committee that is always appreciated, both for contributing ideas and distributing tasks.

The USETDA Board will manage the following:

- finances;
- hotel venue selection and contract (including negotiation and selection of conference hotel rate, food & beverage, AV and WiFi provisions via HelmsBriscoe meeting management services);
- sponsorship fundraising;
- registration and payments;
- promotions and marketing;
- swag;
- print program (via local / institutional bid);
- name tag and certificate production

The local organizing committee is responsible for:

- meeting with the Board monthly by conference call;
- developing a conference theme and logo (typically tying in a local aspect);
- assisting with selection of keynote speaker(s);
- assisting with development of the call for proposals topics;
- assisting with the review of proposals received;
- assisting with program scheduling;
- developing and designing the conference program (print and electronic versions);
- coordinate program printing if produced locally; assisting with sponsorship (typically the host institution(s) become Gold sponsors (\$2K contribution);
- assisting with conference promotions, particularly in the region where the conference will be held;
- assisting with session moderator and registration desk coverage;
- providing locally printed signs (if applicable; many hotels now have electronic signage);
- providing easels and poster board for poster presenters;
- providing a shipping address and storage space for USETDA and sponsor related exhibit materials as well as transport to the conference site
- assisting with packing delegate swag bags and organizing registration materials