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**IAC Conference Director**

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| **Leadership Position** | **Tasks** | **Tools/Templates/Policies Needed by Stakeholder** |
| **IAC Conference Director** | Overview: the conference director is responsible for the overall direction and coordination of short and long term conference planning and implementation activities, such as the following items:   * Developing and following a conference planning schedule (such items as the calls for papers, web site pages, sponsorship plans, and similar). An example has been completed for the logistics committee but a more comprehensive schedule is needed. * Maintenance and update of the society conference planning documentation including the hotel RFP, evaluation parameters and the process guide. Development of other society documents as needed. * Development and implementation of a long term conference schedule so the society has a 3-5 year plan with commitments for conference venues. * Coordinate the activities of the other IAC committees including sponsorship, logistics and technical program. * Monitor financial planning for the conference, recommend fees such as registration, and recommend to the executive director final contracts with hotels and other expense elements. Maintain conference cost planning spreadsheets. * Provide updates to ASEM Board and executive committee and provide information for conference website as needed. * Complete a conference report and lessons learned at the conclusion of the IAC. | * ASEM conference process guide and related cost analysis spreadsheet. * Annual conference reports and XCD data. * Venue RFP * Site evaluation template |