



CONFERENCE COMMITTEE CHARGE

(Reviewed 10/24)

Purpose: The AVTE Conference Committee is responsible for developing and implementing the organization's annual conference and awards program. This includes active involvement in the planning and executing strategies in areas including, but not limited to, site selection and contracting, budget preparation, program development, registration marketing, exhibitor/sponsor sales, food & beverage management, and post-event program evaluation.

Number of Members: Estimated 6 to 10, one-year terms (not limited)

Composition: Members shall include a Chair or Co-Chairs and additional at-large appointments. The Chair may invite guests to meetings as needed to expedite information sharing.

Method of Appointment: AVTE's President-Elect serves as chair of the conference committee. At the chair's request, the President may also appoint a co-chair. Additional members are appointed in consultation with the President and the Executive Director. All members must be current AVTE members.

Accountability: Reports to the Board of Directors through an Executive Committee liaison.

Core Activities:

- Establish and ensure the successful following of a yearly conference planning timeline.
- Make recommendations to the Board regarding locations for future conferences.
- Develop and implement a process to solicit and evaluate speakers for each conference.
- Create a conference agenda.
- File for appropriate CEU accreditation.
- Provide support and general oversight to staff in managing conference logistics.
- Participate in the development of a conference marketing strategy and support its implementation.
- Lead exhibit and sponsorship sales efforts.
- Support the successful onsite management of the conference.
- Conduct appropriate post-conference assessment activities and CEU management efforts.
- After each event, the board and future conference committees will receive recommendations on strategies to strengthen the event.

Meeting Frequency:

At a cadence agreed to by the committee, likely monthly, with breaks for the holidays and post-conference.



Estimated Time Commitment:

4-6 hours per month