

IMSS Planning Committee

Exhibitors' Liaison

POSITION DESCRIPTION

PURPOSE

- Coordinate the exhibitor activities for IMSS
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TERM

- Minimum term is 2 years, no maximum limit.
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QUALIFICATIONS

- ASCLS Professional or Emeritus membership and reside in Region VIII
 - Recommended experience that would be helpful to someone holding this position:
 - Previous experience serving on conference planning committee at the state or regional level.
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DUTIES

- Contacts potential exhibitors, supplying them with information about the meeting
- Sets up the exhibit hours in cooperation with the other members of the Planning Committee.
- Coordinates vendor space with the General Chair when the meeting venue contract is being finalized.
- Designs the exhibit hall, assigning vendors to tables. Works with the Social Chair on any decorations. Works with the meeting facility on tables, tablecloths and layout.
- Must be available at all times during set up and Exhibit hours to help the Exhibitors set up and to answer their questions.
- Designs a vendor evaluation to obtain feedback from the exhibitors about their experiences and any suggestions for improvements. Can include a question about interest for speaker sponsorship for next year's meeting.
- Writes "Thank You" notes to each Exhibitor following the Seminar, and include a list of the current year's registrants.

- Prepares a final report for the IMSS General Chair following the meeting
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EXPECTATIONS

- Meeting attendance & Travel requirements: Attend all planning committee meetings, attend IMSS
 - Reports: monthly reports to planning committee; final report to IMSS General Chair after completion of conference
 - Deadlines: as needed for a successful meeting
 - Average time commitment: Approximately 4-6 hours per month until about 2 months prior to the conference, then time commitment increases according to planning needs.
 - Financial considerations: Lodging is reimbursed 1/2 night at Snow King, or 100% if using a planning committee condo; each committee is allowed one complimentary registration (if 2 chairs, each is allowed 50%)
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RESOURCES

- Mentors: Region VIII Director, past IMSS Planning Committee chairs, past IMSS planning committee members
 - Materials: Green Book folders in Box shared IMSS folder
 - Helpful Hints & suggestions: Good communication skills and organizational skills
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BENEFITS

- Contributions to the profession: Coordinate with the planning committee to obtain exhibits for IMSS.
- Skills developed/enhanced: communication skills in working with industry partners, leadership skills
- Contacts / networking opportunities: Meet and develop relationships with colleagues throughout Region VIII and with industry representatives
- Travel opportunities: Jackson, Wyoming