

Australasian Neuroscience Society (ANS)

Conference Executive Coordinator (CEC)

Position Description

ROLE

1. The primary role of the CEC is to organize the ANS Annual Scientific Meeting (ASM). The CEC's major responsibilities include:

- the establishment of a stimulating scientific program at the ASM that encompasses the broad research interests of the Society's membership, ensures equity across gender, career stage and geographic location, and provides robust networking opportunities for the membership.
- the oversight of the activities and performance of the Professional Conference Organizers (PCO),
- the oversight of the conference budget
- the oversight of the activities of the Local Organizing Committee (LOC)

2. The CEC is a member of the ANS Executive and is also a member of the full Council of the Society.

RESPONSIBILITIES

The specific duties of the CEC include but are not limited to:

1. *ASM forward planning*

The CEC will

- work with the ANS Exec and PCO to identify locations and venues for projected ASMs at least 2 years prior to the date of the meeting and subsequently ensure that the PCO negotiates the associated contracts such that they are beneficial to the ANS
- work with the Exec to identify and appoint an effective PCO to organize the ASM (~18 months prior to the meeting)

2. *Working with the PCO to organize the ASM*

The CEC and Chair of the LOC conduct monthly teleconferences with the PCO event manager to establish a critical path and ensure that (i) all aspects of conference organization are completed in a timely manner and (ii) potential issues are quickly resolved. Teleconferences are conducted biweekly closer to the meeting date.

The CEC will

- work with the PCO and the Treasurer to draw up a pragmatic conference budget that mitigates against financial loss to the ANS and preferable returns a profit, including setting the ASM registration fees
- be responsible for approving all expenditure and payment of invoices submitted by the PCO and other organizations.
- work with the PCO and the ANS Sponsorship Committee to optimize conference sponsorship
- establish a comprehensive list (a critical path - see attached document for a working example of a critical path) of all organizational activities and activity deadlines. The person with responsibility for the completion of each activity is also listed.
- ensure all activities on the critical path are completed within the designated time frame.
- oversee email communications to members promoting the ASM
- oversee establishment of the conference website
- oversee the call for symposium proposals and proposal submissions via the website
- address correspondence from Society members
- work with the PCO to coordinate the travel arrangements for the invited Plenary Lecturers

3. *Working with the LOC*

The CEC will

- lead discussions with the Exec to identify the Chair of the LOC at least 18 months prior to the meeting.
- work closely with the LOC Chair to ensure all activities on the critical path are completed within the designated time frame.
- coordinate all conference activities planned by the ANS subcommittees
eg. Equity Committee Carer's grant
Student/ECR events
- coordinate conference social events
- oversee the selection of abstracts for oral and poster presentations
- oversee program planning and publication (website, booklet, App)

3. *ASM program development*

The CEC will

- take responsibility for extending the call for symposia proposals (~10 months prior to the meeting), compiling proposals and organizing the Council vote.
- be a member of the Programme Committee which oversees the ASM program.
- work with the LOC to select abstracts for oral and poster presentations
- promote and administer the ANS Satellite Meeting Partnership Subsidy scheme designed to encourage members to hold satellite meetings or workshops in association with the ASM

4. *Other responsibilities/roles*

The CEC will

- liaise with other Societies to undertake cooperative arrangements for reduced registrations and cross promotion of conferences.



EXAMPLE OF A CRITICAL PATH DOCUMENT:

Notes:

(i) Deadlines may vary from year to year, depending on the time-line for each ASM

(ii) Members of the ANS Executive and ANS Programme Committee will have input into relevant items in the critical path in accordance with their position descriptions.

ANS 2019 ASM Adelaide Convention Centre, 2 – 5 December 2019

OC = Organising Committee
TAS = The Association Specialists
COMPLETED = ✓

KEY DATES:	
Distribute Save the Date	December 2018
Distribute Sponsorship & Exhibition Prospectus	December 2018
Distribute Call for Symposia	February 2019
Call for Symposia deadline	March 2019
Distribute Call for Abstracts	May 2019
Online Registration Open	May 2019
Call for Abstracts deadline	July 2019
Early Bird Registration Close	August 2019
Notification of abstract acceptance	August 2019
90 Day Room Release for Accommodation	September 2019
60 Day Room Release for Accommodation	October 2019
Poster Abstracts deadline	November 2019
30 Day Room Release for Accommodation	November 2019

	Responsibility	Status
OCTOBER/ NOVEMBER 2018		
Confirm venue & sign contract	OC	✓
Prepare detailed budget	TAS	✓
Prepare critical path	TAS	✓
Set up bank account and arrange seeding monies	OC/TAS	✓
Confirm conference theme	OC	✓
Create logo and prepare branding materials	TAS	✓
Design a save the date flyer	TAS	✓
Set monthly LOC teleconference dates	TAS	✓
Draft Sponsorship & Exhibition Prospectus and submit for review	TAS	✓

DECEMBER 2018		
Release Save the Date – at 2018 conference	TAS	✓
Release Sponsorship & Exhibition Prospectus – at 2018 conference	TAS	✓
Social function venues source	TAS/OC	N/A
Identify appropriate keynote and invited speakers	OC	✓
Conference details on ANS website	TAS	✓
JANUARY – FEBRUARY 2019		
Confirm accommodation venues and contract room blocks	OC/TAS	✓
Draft marketing plan	OC/TAS	✓
Source exhibition quote	TAS	✓
Contract exhibition company and determine final exhibition floor plan	OC/TAS	✓
Determine overall program structure (plenary sessions / concurrent sessions)	OC/TAS	✓
Prepare program shell	OC	✓
Determine arrangements for invited / keynote speakers i.e. registration, airfares, accommodation and fees in accordance with budget	OC/TAS	✓
Draft speaker invitation letter for review	TAS	✓
Sponsorship and Exhibition Prospectus – phone calls & emails	TAS	✓
Informally contact and invite identified keynote and invited speakers	OC	✓
Launch conference website	TAS	✓
Call for Symposia Open – 15 February	OC	✓
Send formal letters of invitation to selected speakers who have agreed to participate outlining entitlements	TAS	✓
MARCH – APRIL 2019		
Prepare preliminary program	TAS	✓
Obtain AV quotes	TAS	✓
Select AV Supplier	OC/TAS	WIP
Discuss Satellite Meetings	OC/TAS	✓
Call for Symposia deadline – 29 March	OC	✓
Release preliminary program	OC/TAS	✓
MAY 2019		
Prepare text for Registration Brochure and submit to OC for review	TAS	✓
Send Registration Brochure text to graphic designer	TAS	✓
Set up Currinda for Registrations	TAS	✓
Themes for call for abstracts decided	OC	✓
Discuss student travel awards	OC/TAS	✓
Discuss satellite meetings	OC/TAS	✓
Update website with registration details	TAS	✓
Book keynote speakers' travel and accommodation as appropriate	TAS	✓
Set up Currinda for abstract submissions	TAS	✓
Source band/entertainment quotes for Welcome Reception and Gala Dinner	TAS	✓
Call for Abstracts Open- 13 May	TAS	✓
Online registration open – 13 May	TAS	✓
JUNE – JULY 2019		
Draft Exhibition manual	TAS	✓
Organise conference insurance	TAS	✓
Abstract submissions deadline – 31 July	TAS	✓
Early Bird Registration Closes – 31 July	TAS	✓
AUGUST 2019		
Book entertainment for Welcome Reception and Gala Dinner	OC/TAS	✓
Send general registration reminder/promotion email blast	TAS	✓

Review Budget vs Actuals (after early bird deadline)	OC/TAS	✓
Check current numbers against venue contracted numbers	TAS	✓
Chase outstanding money for registration/accommodation	TAS	✓
Abstract acceptance letters sent to authors	TAS	✓
Final program released	TAS	WIP
SEPTEMBER 2019		
Arrange transfers for VIPs and Keynote Speakers (if required)	TAS	WIP
Arrange for security at the conference exhibition (if required)	TAS	✓
Send general registration reminder/promotion email blast	TAS	✓
Chase outstanding money for registration/accommodation	TAS	✓
Review Budget vs Actuals	TAS/OC	✓
Finalise exhibition & sponsorship arrangements/entitlements	TAS	✓
Select all food and beverage requirements	TAS/OC	WIP
90 Day accommodation room release	TAS	✓
Determine all conference room setups	TAS/OC	WIP
Select session chairs and invite	OC/TAS	WIP
Distribute Exhibition manual	TAS	✓
Dispatch invited speaker confirmation letters including session allocations, audio visual requirements form and registration brochure, and request biographies, photos and abstracts if not yet received	TAS	WIP
OCTOBER 2019		
Draft Event Order	TAS	WIP
Appoint photographer (if required)	TAS	
Send general registration reminder/promotion email blast	TAS	
Review Budget vs Actuals	TAS/OC	
Chase outstanding money for registration/accommodation	TAS	
60 Day accommodation room release	TAS	✓
Determine name badge and lanyard design, seek OC approval	OC/TAS	
Send event order information to venue (menu selections, room set ups, timings, etc)	TAS	
Discuss & purchase speakers' gifts	TAS/OC	
Draft Final Program Book text	TAS	
NOVEMBER 2019		
Finalise Program Book and send to graphic designer	TAS	
30 Day accommodation room release	TAS	
Send final numbers to venue	TAS	
Send final rooming lists and deposits to venue	TAS	
Final information email to delegates – 7 days out	TAS	
Courier goods to the venue	TAS	
Print name badges, tickets, delegate lists	TAS	
Review Budget vs Actuals	TAS/OC	
Send general registration reminder/promotion email blast	TAS	
Chase outstanding money for registration	TAS	
Compile chair notes with biographical details and abstracts for chairperson packs	TAS	
Assign OC members to 'meet and greet' VIPs (if required)	OC	
Order name badges & lanyards	OC/TAS	
Arrange production of signage, holding slides etc	TAS	
Send audio visual requirements & final program to AV supplier	TAS	
Send Program Book to printers	TAS	
Poster abstracts closes – 22 November	TAS	
Send final general registration reminder/promotion email blast	TAS	
Discuss online evaluation form options	TAS/OC	

DECEMBER 2019		
Final event run through with the conference venue	TAS	
ANS 2019 Conference	OC/TAS	
POST EVENT		
Distribute online evaluation form link	TAS	
Distribute accommodation commission requests to hotels	TAS	
Distribute Certificates of Attendance via email (if required)	TAS	
Chase up any outstanding monies	TAS	
Pay any tax invoices from suppliers	TAS	
Finalise final invoice for client from The Association Specialists	TAS	
Finalise profit/loss report	TAS	
Prepare event report for OC	TAS	
Organise post event debrief	TAS	