

2012 Mini-Conference Committee

Committee Chairs	Definitions	Volunteer's Name	e-mail	Phone
Conference General Manager	Manages conference, including overall direction to conference committee chairs. Provide status updates to chapter BoD and request approval for expenditures.	Mike Wallace	On File	On File
Technical Chair	Establish and defend theme, get presenters, panelists, speakers; coordination of presenters and presentations, etc.; act as master of ceremonies; coordinate track chairs.	Mark Gallo	On File	On File
Venue Chair	Obtain a conference venue; solicit quotes for food service and present to conference general manager; establish food service contracts upon BoD approval; coordinate interactions with conference staff and venue staff; arrange for audio visual services.			
Publicity / Communications Chair	Write or obtain promotional copy, publish, coordinate with "news" outlets (INCOSE, INCOSE chapters, SPIN, etc.), industry, academia, and public advertising methods.			
Financial Chair	Establish a budget and monitor financial activity. Work with General Manager to obtain chapter BoD approval for expenditures.			
Registration Chair (and Registration Assistants)	Handle registration, including printing of badges; distribution of handouts; manages registration assistants for checking in attendees, handling payments, answering questions, etc.	Paul Cudney, need help from Susan Ruth & Jeff Lankford	On File	On File
Volunteer Chair	Coordinate activities of volunteers on the day of the conference. Support for the technical, venue and registrations activities.	Nahel Patel	On File	On File
Track Chair(s)	Manages schedule for assigned track; coordinates with speakers/presenters; ensures site needs and presenter needs are met; introduces speakers for the track; makes announcements; ensures adherence to schedule.			