

## **IEP Workshop Planning Committee Role and Responsibilities**

The Workshop Planning Committee is a group of volunteers from the IEP community (i.e., its member agencies, partners, and stakeholders) that are responsible for planning and executing the annual workshop program and associated activities.

Each committee member is responsible for attending most, if not all, meetings and actively participating in the group discussion and planning activities. Members are also encouraged to volunteer for or recruit others to fill available Chair positions.

These Chairs are responsible for organizing workshop sessions, recruiting plenary speakers, coordinating the poster session, and organizing volunteers, the early career awards, and the mentor luncheon.

### **Chair Positions and Responsibilities**

Chairs have a direct responsibility for organizing specific activities within the workshop.

The available Chair positions consist of:

- Organizing Lead Chair
- Program Support Chair
- Workshop Session Chairs
- Poster Session Chair(s)
- Mentor Program Chair(s)
- Volunteer Coordinator Chair(s)
- Early Career Awards Chair(s)
- Arts Display Chair(s)
- Social Events Chair(s)
- Sponsor Chair

#### *Organizing Lead Chair*

The role of the Organizing Lead Chair is to lead the planning and implementation of the IEP Workshop. The IEP Lead Scientist, in the past, has generally acted as the Organizing Lead Chair. However, the chair can be led by a member of one of the IEP member agencies upon approval from the IEP Coordinators Team. The Chair will act for a 2-year (or more) term to provide consistency in the organizing and planning of the workshop. During the 2<sup>nd</sup> or 3<sup>rd</sup> year, a co-chair is sought to shadow the chair and assist in implementing the planning process. The co-chair will then take the lead organizing position the following year.

The Organizing Chair is responsible for providing guidance and direction to the Workshop Planning Committee throughout the entire planning process. The Chair develops the meeting agenda and leads the Planning Committee members through the items. The purpose is to guide the committee in making executive decisions on the workshop format, plenary speaker(s), session topics, and potential session speakers. The Chair attends all days of the workshop and opens each day by welcoming attendees, introducing plenary speakers and then closes out the workshop by thanking attendees, speakers, and volunteers.

#### *Program Support Chair*

The Program Support Chair is a member of the IEP Program Support Team. This Chair works in close collaboration with the Organizing Lead Chair (and co-Chair) to implement and oversee all aspects of the IEP Workshop.

The Program Support Chair is responsible for identifying and securing the venue for the workshop and acts as the coordinator for the Planning Committee activities. These coordination activities, executed in collaboration with the Organizing Lead Chair, can include developing meeting agendas and workshop documents (e.g., workshop program and abstract book), sending emails to committee members and Chairs, and updating the workshop page on the IEP website. The Program Support Chair attends all days of the workshop, helps in setup, and take down, oversees the registration desk, and assists the Volunteer Coordinator, as needed.

#### *Workshop Session Chairs*

The Workshop Session Chairs (i.e., session moderators) are comprised of volunteers from the IEP member agencies, IEP partner agencies, and IEP stakeholder groups. The role of the Session Chairs is to organize and lead workshop sessions.

Chairs are responsible for working with the Planning Committee to develop session topics, identifying speakers and speaking order, disseminating information to session speakers, setting speaker expectations, and hosting their specific workshop session. Hosting duties can include timekeeping of their session, ensuring speaker attendance and upload of presentation files to the auditorium laptop). They are required to attend the workshop on the day of their session.

#### *Poster Session Chair(s)*

The role of the Poster Session Chair(s) is to plan and organize the Poster Session. The Chair can be one or more people and can be filled by a member of the IEP agencies, partner agencies, or IEP stakeholder group. The number of chairs will depend on the comfort level of the volunteer(s) and the amount of time that each volunteer has available.

Responsibilities include helping to develop the call for posters and selecting poster authors, coordinating, and tracking poster abstract submissions, producing an accessible poster abstract book, and managing the in-person poster session. Additional duties can include coordinating with the Program Support Chair to ensure poster files are sent for uploading to the online

Poster Forum (when available). The Chair(s) is required to assist in the poster room set-up and take down with the poster vendor. Set-up occurs the day before the workshop and take down occurs in the afternoon on the last day of the workshop.

#### *Mentor Program Chair(s)*

The Mentor Program Chair oversees the IEP Mentor Luncheon. The Chair can be one or more people and can be filled by a member of the IEP agencies, partner agencies, or a member of an IEP stakeholder group.

The Chair(s) is responsible for recruiting mentors and mentees, setting expectations for mentors and mentees, and organizing the registration and activities for the event. Additional duties include coordinating with the Program Support Chair to send communications to IEP community members and updating the IEP Workshop page with event information. The Chair(s) is required to be present on the day of the luncheon to set up, open the activities and close the luncheon.

#### *Volunteer Coordinator Chair(s)*

The Volunteer Coordinator Chair recruits and manages the volunteers at the workshop. The Chair can be one or more people and is generally a volunteer from the California Department of Fish and Wildlife. Volunteers generally consist of students and staff from IEP member agencies, partner agencies, and stakeholder groups.

The Chair is responsible for assigning work tasks and organizing the volunteers. Volunteers are needed at the registration table, in the auditorium, and the overflow/poster room. At the registration table, volunteers check in guests and hand out badges. In the auditorium, volunteers run mics and assist session chairs in timekeeping, when needed. In the overflow/poster room, volunteers monitor the room for audio/visual problems, or any other concern that arises. The Chair is required to attend the workshop each day to oversee the volunteers.

#### *Early Career Awards Chair(s)*

The Early Career Awards Chair organizes the early career awards program for best presentation and best poster. The Chair can be one or more people and filled by a member of the IEP member agencies, partner agencies, or an IEP stakeholder group.

The Chair is responsible for organizing the early career awards program, recruiting judges, creating, and tallying review forms, announcing winners, and creating award certificates. The Chair will coordinate with the Program Support Chair to develop information that is shared on the IEP website and communications for the IEP community. The Chair is required to attend the workshop each day to manage judges and tally review forms to announce the winners. The Chair will also oversee the mailing of the award certificates to the winners.

### *Arts Display Chair*

The Arts Display Chair is responsible for bringing art exhibits to the workshop. Art items can include drawings, pictures, digital images, handmade items of ceramic, glass, paper, fabric, etc. The CNRA Building (workshop venue) has a digital screen outside the auditorium that can be used for displaying digital images.

The Chair is responsible for advertising and recruiting artists to display their items. In the past items have been displayed on a table and wall in the 2<sup>nd</sup> floor poster session room (2-221C) of the CNRA building. Another potential display area may be the 1<sup>st</sup> floor lobby area or the 2<sup>nd</sup> floor mezzanine of the CNRA building. However, it should be noted that we cannot guarantee security for the items.

The Chair(s) will be responsible for securing the proper equipment needed (e.g., tables, easels, command strips for walls, etc.) and organizing the layout of the displays. The Chair will coordinate with the IEP Program Support Chair on needs, and will work with the CNRA Concierge for obtaining approval to use any of the digital screens in the lobby of the building for displaying digital art. They will also coordinate with the artists on where to drop off and pick up their art submissions.

### *After-Hours Social Events Chair(s)*

The Social Events Chair is responsible for organizing activities that can be done prior to the workshop or in the evening hours after each day of the workshop. They will develop flyers and announcements, secure venues, create registration lists, make reservations, and draft communications that can be shared with the Program Support Chair to post on the workshop page and distribute on the listserv. Activities can include runs, climbing events at indoor gyms, happy hours at a local pub, etc. The Chair needs to communicate that participation by members is voluntary and that no agencies, entities, or staff within IEP are responsible for the participant's costs, damages, or harm that may be incurred from their participation in these events.

### *Sponsor Chair*

The Sponsor Chair is responsible for recruiting sponsors for the IEP Workshop. Sponsors are needed to pay for the Mentor Luncheon, the coffee & tea bar, snack bar, and in the future, the poster session (i.e., poster board rentals). The Chair will coordinate with the IEP Program Support Chair to identify needs and work together on communications to sponsors.