

IEP Workshop Planning Committee

Role and Responsibilities

The IEP requires volunteers from our partner agencies and stakeholders to help plan and execute the IEP Annual Workshop. The Planning Committee is the entity responsible for planning the workshop format and activities. Within the Committee are specific Chairs who are responsible for developing and implementing activities such as organizing the sessions and recruiting speakers, coordinating the poster session, organizing, and leading workshop volunteers, developing the early career awards program, and organizing the networking mentor luncheon.

Planning Committee Responsibilities

The Planning Committee is the group of volunteers committed to the planning of the workshop. Each member is responsible for attending most, if not all, the meetings and actively participating in the discussion. Members are requested to volunteer for available Chair positions. These Chairs have a direct responsibility for organizing specific activities within the workshop.

The Chair positions consist of:

- Executive Lead Chair
- Program Support Chair
- Workshop Session Chairs
- Poster Session Chair(s)
- Mentor Program Chair(s)
- Volunteer Coordinator Chair
- Early Career Awards Chair

Chair Responsibilities

Executive Lead Chair

The role of the Executive Lead Chair is to lead the planning and implementation of the IEP Workshop. The IEP Lead Scientist generally acts as the Executive 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 is elected for a 2-to-3-year term to provide consistency in the organizing and planning of the workshop.

The Chair is responsible for providing guidance and direction to the Workshop Planning Committee throughout the entire planning process. The Chair leads each meeting and guides the Planning Committee through the agenda to make executive decisions regarding the

workshop format, session topics, and potential session speakers. The Chair attends all days of the workshop and opens the first day by welcoming attendees, introducing the 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 Executive Lead Chair to implement and oversee all aspects of the IEP Workshop.

The 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 are executed in collaboration with the Executive Lead Chair and can include developing meeting agendas and workshop documents (i.e., draft, and final workshop program), sending coordination emails to Planning Committee members and Chairs and updating the IEP workshop website. The Program Support Chair attends all days of the workshop, helps in setup, and take down and assists the Volunteer Coordinator at the registration desk.

Workshop Session Chairs

The Workshop Session Chairs are comprised of volunteers from the IEP member 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, disseminating workshop details to session speakers, setting speaker expectation, and managing their specific workshop session. 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 person and can be filled by a member of one of the IEP agencies or a member of an 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 of the Poster Session Chair(s) includes developing the call for posters and selecting poster authors, coordinating, and tracking poster abstract submissions, producing an accessible poster abstract booklet, and managing the in-person poster session. Additional duties can include coordinating with the Program Support Chair to upload poster images and abstracts to the online IEP Poster Forum. 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 Program. The Chair can be one or more person and can be filled by a member of the IEP agencies or a member of an IEP stakeholder group.

The Chair(s) is responsible for recruiting mentors, 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 out communication to IEP community members and update the IEP Workshop web page with event information. The Chair(s) is required to be present on the day of the mentor luncheon to set up, open the activities and close the luncheon.

Volunteer Coordinator Chair

The Volunteer Coordinator Chair oversees the management of scientific aids, students, and others that volunteer to help in the set-up and take down of the event, man the registration table, and assist session chairs in the auditorium. The Chair is generally a volunteer from the California Department of Fish and Wildlife.

The Chair is responsible for recruiting and overseeing volunteers. Volunteers are needed to help set up and tear down tables, chairs, poster boards, and signs. They also man the registration table during the day and session chairs, presenters and/or IT staff in the auditorium, as needed. The Chair is required to attend each day of the workshop to oversee the volunteers.

Early Career Awards Chair(s)

The role of the Early Career Awards Chair is to lead the early career awards program for best presentation and best poster. The Chair can be one or more person and can be filled by a member of the IEP agencies or a member of 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 closely coordinate with the Program Support Chair to develop information that is shared on the IEP website, workshop registration page, and communications with the IEP community. The Chair is required to attend each day of the workshop to oversee and manage the judges, and at the end of the last day will announce the winners. The Chair will also oversee the mailing of the award certificates to the winners.