

# IEP Workshop Planning Work Group

## Role and Responsibilities

The IEP requires volunteers from our partner agencies and stakeholders to help plan and execute the IEP Annual Workshop. The Planning Work Group is the entity responsible for planning the workshop format and activities. Within the work group 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 Work Group Responsibilities

The Planning Work Group are a collection 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:

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

### Chair Responsibilities

#### *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 Work Group throughout the entire planning process. The Chair leads each meeting and guides the Planning Work Group 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 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 (an 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 Work Group activities. These coordination activities are executed in collaboration with the Organizing Lead Chair and can include developing meeting agendas and workshop documents (i.e., draft, and final workshop program), sending coordination emails to Planning Work Group 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, 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 Work Group to develop session topics, identifying speakers, disseminating workshop details to session speakers, setting speaker expectations, and managing their specific workshop session (i.e., timekeeping of session, speaker attendance, and ensuring speaker's presentation files have been uploaded to 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 person and can be filled by a member of one 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 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 ensure poster files are sent

for uploading to the IEP website. 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 Luncheon Chair(s)*

The Mentor Luncheon Chair oversees the IEP Mentor Luncheon. The Chair can be one or more person 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, placing a call for mentees, setting the 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 communications 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 luncheon to set up, open the activities and close the luncheon.

#### *Volunteer Coordinator Chair*

The Volunteer Coordinator Chair oversees the management of all the volunteers at the workshop. Volunteers generally consist of scientific aids, students, and staff from IEP member agencies and partner agencies.

The Chair is responsible for recruiting and assigning work tasks to volunteers. Volunteers are needed at the registration table, in the auditorium, and the overflow/poster room. In the auditorium, volunteers run mics, assist session chair in timekeeping, and help as needed. In overflow/poster room, volunteers monitor the room in case the livestream encounters audio/visual problems. Volunteers also help man the registration table during the event. 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 organize 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, partner 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 and communications for the IEP community. The Chair is required to attend each day of the workshop to manage judges, and at the end of the last day will tally review forms and announce the winners. The Chair will also oversee the mailing of the award certificates to the winners.

### *Arts Chair*

The Arts Chair is a relatively new position in the Planning Work Group and is responsible for bringing art exhibits to the workshop. Potential art items can be 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 inside the poster room or lobby area of the CNRA building. They will be responsible for determining how items will be displayed and securing the proper equipment needed (e.g., tables, easels, command strips for walls, etc.). The Chair will coordinate with the IEP Program Support Chair to identify needs in the poster room, and will need to work with the CNRA Concierge for using any of the digital screens in the lobby of the building for displaying digital art.

### *Sponsor Chair*

The Sponsor Chair is a relatively new position in the Planning Work Group. The Chair is responsible for advertising, recruiting and securing sponsors for the IEP Workshop. Sponsors are needed for the Mentor Luncheon, the coffee & tea 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.