

IEP Workshop Planning Committee Role and Responsibilities

The IEP Workshop Planning Committee consists of volunteers from IEP member agencies, partners, and stakeholders. The committee plans and executes the annual workshop program and related activities.

Committee members are expected to attend most meetings, participate actively in discussions, and assist with planning tasks. Members are encouraged to volunteer for Chair positions or help identify volunteers to fill them.

Chair positions organize major workshop components, including plenary speakers, sessions, posters, volunteers, early career awards, and the mentor luncheon.

Core Chair Position

Chairs manage specific workshop activities. Core positions include:

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

Optional, non-core positions include Arts Display Chair and Social Events Chair. These activities are not historically part of the IEP workshop but are welcome if volunteers fully plan and implement them independently of Program Support.

Organizing Lead Chair

The Organizing Lead Chair leads planning and implementation of the workshop. The role is typically filled by the IEP Lead Scientist (currently vacant) but may be held by a member of an IEP agency with approval from the IEP Coordinators Team.

The Chair serves a two-year term. In the second year, a co-chair volunteer is selected to shadow the Lead Chair and ensure continuity; the co-chair becomes the Lead Chair the following year.

Key responsibilities:

- Guide and support the Planning Committee throughout the planning process
- Develop meeting agendas and facilitate committee decision-making
- Lead decisions on format, plenary speaker, session topics, and speaker selection

- Attend each day of the workshop, open each day with announcements, introduce sessions, and close the event by thanking participants

Program Support Chair

The Program Support Chair (from the IEP Program Support Team) collaborates closely with the Organizing Lead Chair and co-chair to implement all planning aspects of the workshop.

Key responsibilities:

- Secure the workshop venue and dates of the workshop
- Coordinate planning activities, including meeting agendas, workshop documents (program and abstract book), emails to committee members, and website updates
- Attend each workshop day, manage setup and take-down, oversee registration, and support the Volunteer Coordinator as needed

Workshop Session Chairs (Moderators)

Workshop Session Chairs organize and moderate individual workshop sessions. Volunteers may come from the IEP member agencies, partner agencies, or stakeholder groups.

Key responsibilities:

- Work with the Planning Committee to develop session topics
- Identify and arrange speakers and presentation order
- Communicate expectations and details to speakers
- Moderate the session (timekeeping, ensuring speaker attendance, uploading presentation to the auditorium laptop)
- Attend the workshop on the day of their session

Poster Session Chair(s)

Poster Session Chairs plan and organize the workshop's poster session. The role can be filled by one or more volunteers from IEP agencies, partners, or stakeholder groups

Key responsibilities:

- Develop and distribute the call for posters
- Select poster authors and track poster abstract submissions
- Prepare an accessible abstract book
- Manage the in-person poster session
- Coordinate with Program Support Chair to upload posters to the online Poster Forum
- Assist with poster room setup (day before workshop) and take-down (last day), including coordination with the poster vendor

Mentor Program Chair(s)

The Mentor Program Chairs manage the IEP Mentor Luncheon. Volunteers may come from IEP agencies, partner agencies, or stakeholder groups.

Key responsibilities:

- Recruit mentors and mentees and set expectations
- Organize registration and event activities
- Coordinate communications with the Program Support Chair and update website information
- Secure a venue for the luncheon and manage logistical coordination (e.g., reserving CNRA building meeting rooms and working with security for floor access)
- Attend on the event day to set up, open, and close activities

Volunteer Coordinator Chair(s)

Volunteer Coordinators recruit and manage workshop volunteers, typically from CDFW, graduate programs, and IEP agencies/partner/stakeholders.

Key responsibilities:

- Organize volunteers and assign tasks
- Oversee volunteers each day of the workshop

Volunteer roles include:

- **Registration Table:** Check in guests and distribute badges
- **Auditorium:** Run microphones and assist with timekeeping
- **Overflow/Poster Room:** Monitor audio/visual issues and general concerns

Early Career Awards Chair(s)

The Early Career Awards Chair(s) oversee the early career awards for best presentation and best poster. Volunteers may come from IEP member agencies, partner agencies, or stakeholder groups.

Key responsibilities:

- Recruit judges
- Create and tally review forms
- Announce award winners and prepare award certificates
- Coordinate website updates and communications with Program Support Chair
- Attend each workshop day to support judges and collect completed review forms
- Oversee mailing of award certificates to winners

Sponsor Chair (Program Support only)

The Sponsor Chair (Program Support Team) recruits sponsors for key workshop needs, including the Mentor Luncheon, coffee/tea bar, and poster board rentals.

Key responsibilities:

- Identify sponsorship needs
- Communicate with potential sponsors

Arts Display Chair (Optional, non-core chair)

The Arts Display Chair manages art exhibits during the workshop (e.g., drawings, photos, digital images, handmade items).

Key responsibilities:

- Recruit artists and advertise display opportunities (i.e., create accessible event flyer)
- Secure necessary equipment (tables, easels, command strips, etc.)
- Organize the display layout and location
- Coordinate with Program Support & DGS to use digital screens or lobby/mezzanine
- Manage artist expectations and drop-off and pick-up logistics
- Fully plan and implement the activities

Important Notes

- CNRA and DGS require reservation requests for lobby and mezzanine displays
- IEP, CNRA & DGS cannot guarantee security of art items; artists must sign a liability waiver

After-Hours Social Events Chair(s) (Optional, non-core chair)

The Social Events Chair organizes optional social activities held before or after workshop days (e.g., fund runs, indoor climbing, happy hours, etc.).

Key responsibilities:

- Secure venues, manage registration lists, and make reservations
- Create accessible event flyers
- Prepare announcement for posting and distribution
- Fully plan and implement the activities

Important Note:

- Participation in after-hours events is voluntary. Attendees are fully responsible for their own costs and personal safety.