

## **Workshops Committee (responsible to Facilities Co-chairs)**

1. Receive proposals, select educational workshops, and communicate with presenters. Plan with committee for topic content, format, and number of Workshops that balance education in leadership, personal development, and project areas that are interesting, appealing, and informative workshops directed to the different age groups and leader experience levels and will set the pace and enthusiasm of the Forum. Suggested committee members:
  - 2 people to receive and input proposals into a database
  - 6 people to screen and select workshops
  - 2 people to continue communication with presenters
2. Determine timeline for proposal to be distributed at 2007 Forum, June 1 deadline for submissions, review and contact presenters and those not selected.
3. Plan, direct, and schedule all workshops.
4. Coordinate ideas for content, format, number of workshops, time frame, etc.
5. Work with educational committee to coordinate workshops and tours.
6. Design a form letter to send to states requesting workshops. This should be available for the 2007 Forum.
7. Recruit ample committee members to complete tasks.
8. In coordination with finance committee, prepare and work within an estimated budget.
9. Maintain communication with appropriate committees. See that registration committee gets list of presenter database for registration packet (presenter, name, workshop name, class description, scheduling needs, etc), and AV committee gets list of equipment needed where/when.
10. Communicate closely with Room Host, AV, Evaluation, Tours and Programs Committees.
11. Contact and secure commitments from presenters. Obtain Workshop titles, description, number of persons that can be accommodated in Workshop, AV needs, room arrangements, date and time preferences, and biographical sketch, lodging accommodations if needed and arrival and departure times.
12. Confirm commitment and provide information on Workshop dates, time, room assignments, and AV equipment accommodations; explain availability and duties of Room Hosts.
13. Plan alternate Workshops in case of last minute cancellations.
14. Prepare Thank you letters to those presenters whose workshops were not selected for the Forum.
15. Schedule dates, times, room assignments of all Workshops; avoid conflicts of related or popular Workshops by scheduling at different times.
16. Develop check-in procedure to know presenters have arrived – work with presenter desk on procedures.
17. Coordinate and supply information to Room Host Committee on Workshop assignment and number of Room Hosts needed, presenter bio to room host.

18. Develop and submit accurate program for printing in workshop proceedings, including paragraph that carefully describes educational value and content of each workshop.
19. Submit an AV voucher for equipment needs for each individual Workshop; coordinate delivery closely with AV committee. AV needs should be generated from contacting presenters as Forum date draws near as opposed to asking presenters their AV needs on the initial workshop proposal form. They are more certain of their needs closer to the Forum dates.
20. Work with sign committee for title signs at Workshop locations.
21. Work with Room Hosts for presentation of gift during the introduction of presenter.
22. Update this job description after the Forum so future committees can benefit from your experiences.