

Job Description for IEEE Section Meeting Director MEETING COMMITTEE

The MOST Important Committee for the Section's SUCCESS

The Meeting Committee manages the planning, solicitation of speakers, organizing the agenda, selecting the meeting location and meal, collaborate with facility staff, arranging the room, displaying literature, materials, banners, etc and coordinate with the Treasurer monies collection for Section monthly meetings.

The Meeting Committee should have at LEAST five members. It is not uncommon to have good meetings consume 10-20 man hours and a few as much as 50 man hours of work. A majority of this effort is in identifying, contacting, communicating with speakers, coordinating travel, and developing announcements for the Webmaster and Newsletter Director.

**REMEMBER: A Bad Event will Significantly Harm Future Meeting Attendance.
“I didn't like it, I probably won't go to another meeting.”**

Speaker/Presenter

Identify individuals with expertise in topics that the Section identified. Use IEEE Speakers lists, search online, journal articles and books for authors, and trade show speakers, contact companies in that market space.

Contact speakers, explain our interest and goals for the meeting. Ask them for their interest and references. If you are concern at all regarding their public speaking skills call the references!!!

If they are not interested, ask for referrals. Many potential speakers are previously committed or is simply not interested.

Ask for an abstract of their presentation and a bio. A resume is a good substitution for a biography. Tell them our lead time to properly publicize the event. “To insure proper publicity, We will need the abstract by...”

After the event has been confirmed ask for an email confirming the event on their calendar. Send an email one week in advance expressing our interest in their presentation next week (subtle reminder).

Procure or purchase a NICE speaker's gift to be presented to the speaker after the presentation.

Facility/Location

Based on input from IEEE members investigate and select a facility or location for our meeting. Collect and send the contract to the Chair for their signature. Select food choices and drinks. Collaborate with facility staff to arrange the room, multi-media, podium, music, extra tables and display banners, literature, etc.

Communication

Provide Publicity Director, Web Director, and Newsletter Director with meeting essentials Speaker, Topic, Location, Time and Date, Costs, etc. Include information from the speaker's bio that will lend credibility and assure attendees that this speaker and event will be rewarding. Too much information is better than too little. The Publicity Director, Web Director and Newsletter Director will format the message to their audiences.