Role Description/Responsibilities of the Conference Operations Manager

Tradeshow

- Work with WoTL Event Coordinator to develop Tradeshow Concept, could include full paying businesses and smaller reduced price regional businesses
- Create a list of businesses and industry bodies to approach to participate in the Tradeshow
- Work with WoTL Event Coordinator to develop strategy to contact potential Tradeshow participants
- Work with WoTL Event Coordinator to arrange Tradeshow invoicing and contract signing
- Manage receival of any Tradeshow promotion for Conference Handbook
- Develop and implement a strategy to engage small regional businesses in tradeshow
    - Promote tradeshow to potential businesses
    - Manage selection process
    - Develop strategy for driving people to tradeshow eg get a ticket stamped and enter draw
    - Organise draw of prizes
- With WoTL Event Coordinator develop Tradeshow layout at conference venue
- Prepare information for Tradeshow participants about logistics, including map, parking, set up and pull down times
- Assist with Tradeshow set up and pull down
- Develop Tradeshow signage
- Manage Tradeshow space during conference event, including exhibitor requirements and follow up post event
- Thank tradeshow exibitors post conference and include photos if available
- Source any available Tradeshow Offers for EDM's

Conference Dinner

- With input from Conference Team develop a decoration theme for the conference dinner and welcome event
- Work with conference venue to decorate the tables for the conference dinner and welcome event
- Develop conference dinner seating plan with WoTL Event Coordinator

Conference Signage

- Develop Conference Signage for workshop rooms, social media tags, direction signage around venue

Other

- Organise Speaker Gifts, wrap and deliver to venue
- Assist with conference set up and pull down
- Assist the WoTL Event Coordinator to organise conference team shirts / uniform