Role Description/ Responsibilities of the Conference Program Management

Workshop Presenters Call and Management

- Develop content for call for Toolbox Talk Presenters.
- Assist WoTL Event Coordinator with Toolbox Talk Presenter call
- Participate in Toolbox Talk Presenters selection process
- Contact Toolbox Talk Presenters to refine and track key messages and have information ready for publication on the conference website and in the conference program
- Receive presentations from all Toolbox Talk presenters prior to conference
- Provide ongoing support to presenters and respond to any queries.
- Determine AV requirements for each presenter eg data projector, whiteboard
- With the WoTL Event Coordinator run a webinar for Toolbox Talk Presenters about the conference and workshop presentation tips.
- Manage late cancellations, ensure alternative (backup) Toolbox Talk Presenters are arranged.

Session Chairs

- Work with WoTL Event Coordinator to engage Session Chairs based on sponsors and people attending that are supporters of WoTL.
- Advise Session Chairs of their duties.
- Introduce Session Chairs and Speakers via email with contact information.
- Supply Session Chairs with:
    - A guiding script for running the ToolBox Talks
    - Guidelines for session evaluation process (Slido)
    - Timing number to guide speakers (1 minute and 5 minutes)
    - Presenter gift, duties for collection of information whilst chairing sessions and gift for workshop presenters

Conference Set Up

- Allocate break-out rooms based on registration indications. Advise speakers of room allocations and indicated attendances.
- Work with WoTL Event Coordinator on Conference AV requirements.

AV

- ensure AV requirements are in each room (laptops, data projectors, sound)
- Provide AV person with workshop presentations so they can be preloaded

Day Prior

- Manage room set up
- Check presentations, video and sound work on each laptops supplied.
- Ensure each room has speaker needs

Day of Conference

- Work with AV person to ensure smooth transition of each session to the next.
- Meet and greet each Speaker/Presenter/Moderator.
- Ensure rooms are reset between sessions.
- Visit each presentation if possible to monitor sound, seating and comfort levels.
- Control microphone during Q&A sessions of Keynotes.

Post Conference

- Send survey to Toolbox Presenters about their involvement in the conference.
- Provide Toolbox Presenters with evaluation data and imagery from their presentation.

Other

- Input into conference program structure.
- Assist with conference set up and pull down.
- Assist in conference evaluation.
- Ensure that the WoTL and Thriving Women brand and values are upheld in the delivery of the event.