



## **Role Description/ Responsibilities of the Conference Program Management Portfolio**

### **Workshop Presenters Call and Management**

- Develop content for call for Toolbox Talk Presenters.
- Liaise with WoTL Event Coordinator to promote 'Call for Toolbox Talk Presenters' process through social media platforms, newsletters and website.
- Manage the receipt of abstracts.
- Manage Toolbox Talk Presenters selection process with WoTL Event Coordinator, including informing presenters of outcome.
- Contact Toolbox Talk Presenters to refine and track key messages.
- Receive presentations from all Toolbox Talk presenters prior to conference.
- Provide ongoing support to Presenters and respond to any queries.
- Determine AV requirements.
- Source profile photo, profile and presentation summaries of all keynote speakers, and presenters for the Conference Handbook.
- 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.
- Seek from all Presenters their Social Media handles and three key messages from each session.

### **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**

- Key contact with AV person prior to conference

- AV requirements in each room (laptops, data projectors, sound)
- Provide AV person with workshop presentations so they can be preloaded
- Provide AV person with 'holding slides' (powerpoint) that are to be shown in main room eg sponsors logos, welcome banner
- **Day Prior**
  - Meet with AV person.
  - Set up rooms, set up laptops with presentations received.
  - Check presentations and video and sound work on each laptops supplied.
  - Ensure each room has speaker needs and AV requirements to hand.
- **Day of Conference**
  - Work with AV person to ensure smooth transition of each session to the next.
  - Meet and greet each Speaker/Presenter/Moderator.
  - Set up rooms.
  - Visit each presentation if possible to monitor sound, seating and comfort levels.
  - Control microphone during Q&A sessions of Keynotes.
- **End of Day**
  - Collect all materials from rooms. Return to venue and committee.

### **Post Conference**

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

### **Other**

- Input into reviewing the 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.