

Workshop Coordinator

(General Requirements)

- Responsible to attend all designated cc meetings
- Return all convention-related inquiries or requests no later than 2-3 business days (if information needed will take longer, a courteous response/update is needed)
- Obtain approval for all letters and publications from the Board and 'cc' the Convention Coordinator before sending them out
- Notify Volunteer Coordinator of any volunteers needed

(Committee Specific Requirements)

- Provide list of any speakers who have emailed Workshop Coordinator or information on potential speakers to the Board for consideration
- Generate letters of confirmation for workshop speakers, request workshop needs/handouts per CAPE guidelines, and obtain permission to be recorded
- Generate Master Schedule with required needs (i.e. overhead, power point, table, etc.) for each room at each time and send to the Board for approval
- Obtain copies of Workshop handouts and send to Webmaster for uploading to website (Must turn in to the Webmaster 3 weeks prior to Convention)
- Generate workshop signs outside rooms that state time, workshop, speaker
- Coordinate the Workshop introductions/guidelines and canned intro form and announcements with Volunteer Coordinator
- Create workshop evaluation forms and 5 minute/stop signs
- Create Workshop evaluation binders.
- During Convention, ensure all equipment is in rooms before next workshop.
- Ensure room schedules are changed (work with Runner Coordinator as needed)
- Process and summarize evaluations post-convention and forward to Board and Convention Coordinator within 30 days
- Send thank you notes to all workshop volunteers (with exception of runners and Speaker intros)
- Let the Convention Coordinator know if you are willing to volunteer again. If not, obtain Board approval for your recommended replacement so that you may begin training them.