

ITEA EVENT Check List

EVENT PLANNING

Host Chapter(s) Responsibility:

- Submit a request to the Events Committee to host an ITEA event – Including Event theme/title, topics for technical track sessions, dates, location, Event Chair, Technical Program Chair, and budget
- Assemble Event Committee volunteers, including technical track chairs
- Develop schedule for Event Committee conference calls
- Draft content for Call-for-Papers, Web site, Journal Ad, Emails, etc.
- Determine email and/or direct mail options for marketing material (save-the-date postcards, call-for-papers, preliminary program guide, final program guide) and handouts at other ITEA events
- Solicit tutorial instructors, plenary speakers and panelists, technical track presenters, and poster papers
- Solicit exhibitors and sponsors
- Determine speaker gifts or charitable contribution in lieu of speaker gifts
- Determine scholarship program recipients and/or best paper criteria
- Develop program schedule and script
- Onsite support:
 - Provide volunteers for registration desk, speaker ready room, room monitors, runners, photographer
 - Provide Color Guard and/or opening ceremony anthem singer, if needed
 - Provide Badge Printer (Straight paper feed)
 - Provide technical volunteer in the speaker ready room to collect and organize all presentations for posting to the ITEA Web site
 - Provide production assistant to run presentations during plenary sessions

ITEA Responsibility:

- Contract with the host hotel and exhibit hall decorator if required
- Manage receivables and payables, including scholarship and/or charitable contribution checks
- Provide event management support as needed, including guidance and direction, templates, guidelines, and lessons learned from previous ITEA events
- Schedule and Host Event Committee conference calls
- Marketing and promotion
 - Post Event to the ITEA Web site
 - Conduct email and direct mail campaigns
 - Communicate administrative/housekeeping information to all tutorial instructors, speakers, and presenters
 - Develop onsite and on-line registration forms

- Provide event registration and attendee lists as needed/requested
- Produce event collaterals
 - Call-for-papers
 - Print Program Guide and/or pocket guide
 - Print attendee badges
- Develop event PowerPoint template and welcome/introduction slides for plenary sessions
- Provide ITEA materials – journals, other event collateral, etc.
- Onsite support:
 - Provide Laptops for registration, general session, and track sessions (NOTE: Track Chairs may opt to use their own laptop)
 - Provide Projectors
 - Provide Wireless remotes/Laser Pointers
 - Provide Signage
 - Provide Badges and badge holders
 - Provide attendee ribbons
 - Provide Tutorial Tickets, Rosters, and hard copy and online Evaluations
 - Provide hard copy and online Event Evaluations
 - Provide Panel tent cards
- Post presentations to the ITEA Web site

Items Provided by hotel:

- Meeting space
- Government per diem Sleeping rooms
- Food and Beverage
- Wireless internet
- Screens and A/V carts, plenary session production table, and other A/V support as required
- Microphones for plenary session
- Easels for tutorials
- Tripods for signage

AFTERNOON PRIOR TO THE TUTORIALS

- Set up registration desk
- Print/Stuff badges
- Print Tutorial attendance rosters
- Set up signage
- Test all projectors

EVENING PRIOR TO THE TUTORIALS

- Set up Tutorial rooms
 - Screen and A/V cart
 - Projector
 - Flip Charts with markers (if needed)
 - White Boards with markers (if needed)

DAY OF THE TUTORIALS

- Tutorial support
 - Provide rosters and evaluation forms to the instructors
 - Check on class status during breaks – clean up the F&B area if required
 - NOTE: Survey results are sent one week later to the Instructor.
- Workshop support
 - Test all laptops
 - Print panel tent cards

EVENING PRIOR TO WORKSHOP

- Check set up in General Session Room
 - Screen(s) and A/V cart(s)
 - Test Laptop(s), Projector(s), and microphone(s)

MORNING PRIOR TO START OF WORKSHOP

- Set up registration desk with onsite registration forms
- Check set up and A/V in the General Session Room
- Check set up in Speaker Ready Room and/or VIP breakfast room