

## **From R8 NAFSA website**

### **Conference Planning Apprentice**

It should be recognized that a commitment of time and energy is necessary for the successful completion of this job. The CPC takes direction from and assists the Regional Leadership in determining conference site selection and appropriate budget/expenditures. Works closely with Nasser Pazirandeh of Meeting Insites International, Inc. to negotiate future conference sites while identifying all possible options that can accommodate the growing region. Actively participates in the work of the regional team; provides thoughtful input to the deliberations of the team.

#### **Overall Responsibility**

Attend and participate in regional team meetings.

In conjunction with the Regional Leadership and Meeting Insites International Inc., establish long-range plans and makes contract negotiations and physical/practical arrangements for the annual regional meeting and the spring team meeting

In consultation with the Regional Leadership and Meeting Insites International Inc., identify potential cities for regional conference and once a city or cities have been selected, contact hotels and begin the negotiation process.

After consultation and approval by the Regional Leadership, serve as the signatory on the final contract.

Orders floral arrangements for registration desk from local floral shop

Prepare signage for breaks and lunch based on sponsorships; assist

Regional

Chair with exhibitor arrangements at hotel; prepare paper signage for all conference rooms listing out various sessions for each day/time

Serve as the interface between the Regional Leadership and the conference hotel.

During the Regional Conference, serve as interface between the hotel staff and/or outside audiovisual vendor and the Regional Leadership for changes to catering,

AV orders and other site arrangements. Arrange for various office supplies to be present at registration desk for the duration of conference.

Responsible for the facilities arrangements for the spring team meeting (hotel reservations for entire team, meeting rooms, and catering).

Train the incoming Conference Planning Coordinator through a year-long apprenticeship during second year of rotation.