

Conference App Chair

Basic Function:

To ensure the conference information is accurately reflected on the conference App and assist users (attendees, speakers and sponsors/exhibitors) with utilizing the App.

Time Commitment: Before conference - High, During conference - High, After Conference - Low

Additional Duties:

In general, the Conference App chair will

- Ensure App is set up properly.
- Help collect or upload conference information into the app as needed. This will be done in partnership with the Conference Director(s) / Conference Liaison and select Committee Chairpersons.
- Publish conference communications to attendees and sponsors/exhibitors through the application.
- Answer questions about the app from registered attendees and sponsors/exhibitors.
- Assist in the uploading of speaker presentations into the App.
- Create/provide quick reference guide or communications that help people understand how to use the app, as needed.
- Push out pre-conference notices through the app (i.e. paid app ads of exhibitors/sponsors, announcements, etc.).

At the event: (Must be available all-day Wednesday, Thursday, and Friday)

- Push out regular notices through the app during the conference (i.e. paid app ads of exhibitors/sponsors, lost and found, what's going on, etc.).
- Answer questions from attendees about the App.
- Make any last-minute updates or adjustments that may occur.

After the event:

- Participate in the conference debrief.

Additional Information:

- This position is eligible for conference proceeds, assuming the conference makes money. The chair(s) will get a portion of the proceeds that are set aside for major conference chair positions and that may be given to his/her local chapter, the State Council, or a split between the two.