

Registration Chair(s)

Basic Function:

To lead the registration function for conference attendees, sponsors, and speakers.

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

Additional Duties:

In general, the registration chair(s) will

- Be responsible for setting up and administering the registration process. This will include:
 - o Inputting pricing information into the system.
 - o Running reports for the Conference Director(s) to provide up-to-date registration numbers.
 - o Work with conference bag and lanyard/badge vendors to ensure the correct number are ordered.
 - o Design and print attendee badges. Ensure enough materials are available to make badges for all attendees.
 - o Send communications to attendees as directed by the Conference Director and / or Conference Liaison.
 - o Manage the registration email account, forward or answer messages in a timely manner.
 - o Prepare a registration volunteer schedule and forward to the Volunteer Chair to fill positions as needed.
 - o Determine signage needed during the conference (alpha split, wi-fi, main Registration sign).

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

- Work with the facilities team to ensure the registration area is set up with enough tables and has proper signage.
- Ensure all registration materials are set up at the venue (bags, badges, etc.).
- Check in registrants, look up accounts as needed.
 - o Work with Treasurer if payments need processed.
- Manage volunteers at the event to ensure efficient registration process for attendees.
 - o Work with the Volunteer Chair if additional help is needed.
- Answer questions from attendees.

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.