

Conference Director

It is the duty of the Conference Director to:

Monthly duties:

- Report to the executive on the progress of the conference
- Consult the executive on matters relating to conference content, structure, venue, expenses performing due diligence when assigning funds

As per required:

- monitor events email account, responding to queries/requests

Prepare for the conference using the following list as a guide:

1. In term 4 of the year prior to conference:
 - a. Review feedback from most recent conference and make notes about suitable changes
 - b. Meet with QATA executive and confirm date, concept/ title and the structure of the conference days.
 - c. Contact venues and confirm dates and their participation. Continue to liaise and nurture these relationships throughout the year.
 - d. Invite keynote speakers and workshop presenters. Work through each session and invite or organise the people/activity/ resources etc. Delegate members to manage or assist with organising sessions.
 - e. Send google form to workshop facilitators that agree to be involved. Liaise with them by phone or email
 - f. Get catering quotes, consult executive, liaise and confirm
 - g. Get quotes for drinks event/s, consult executive, liaise and confirm,
 - h. Get quotes for merchandise, liaise with executive, confirm and order
 - i. Get quotes and book a welcome or acknowledgement of country for each day.
 - j. Attend to other tasks as they arise
2. In term 1
 - a. Ensure workshop facilitator's and keynote speakers' details and photos are correct and proofread for program
 - b. Program to be started by graphic designer- aim to have it ready by Easter
 - c. Proof read and approve program before it goes live
 - d. Sort out the details for the tote bag comp. Needs to go out to members at beginning of term 1.

- e. Meet with venue hosts to ensure rooms are allocated correctly and can be identified for program
- f. Contact QCAA and request speakers using their online form
- g. Seek an accommodation partner and make bookings for presenters
- h. Book any flights for presenters
- i. Contact university lecturers for volunteers/paid workers to assist at conference- Trish Clark Fooks, at QUT, Danielle Gordon QUT, Griffith education
- j. Contact trade stalls and vendors to invite participation, request donation of prizes etc
- k. Contact galleries to seek collateral for tote bags
- l. Confirm QATA merchandise for sale and order if required (aprons etc)
- m. Attend to other tasks as they arise

3. In term 2

- a. Bookings commence- week 1
- b. Contact caterers and confirm dates, times and venues
- c. Meet with venue hosts to finalise any rooming or other issues- lunch area, vendors stalls, etc
- d. Organise risk assessments for workshops if required.
- e. Judge winner of tote bag competition and get quotes for printing, liaise with printers.
- f. keep track of the nominations for the life time award
- g. buy trophy and have it engraved when recipient is decided on- late in term 2 or in holidays
- h. liaise with trade stalls and vendors – send details
- i. organise materials for each workshop based on the google doc info from presenters
- j. organise to borrow any equipment from member schools etc
- k. organise and ensure we have participation certificates and feedback surveys ready to send out after the conference.
- l. Organise a QATA member to introduce each workshop presenter and take a roll in each session.
- m. Prepare running orders for the auditorium sessions- share out presenting jobs between executive members
- n. Confirm accommodation and travel bookings
- o. Confirm students to work as assistants - paid-
- p. Prepare signage based on workshop program and venue
- q. Confirm workshop presenters and keynotes- give details of times , venues, rooms, IT reqs, parking, etc
- r. Confirm welcome to country provider
- s. Organise a member to introduce and announce the life time award- liaise to get images and info as required
- t. Attend to other tasks as they arise
- u. Liaise with a gallery such as one space or fireworks for a raffle prize/s
- v. Buy raffle tickets

4. In week prior to conference

- a. Confirm catering numbers
- b. Confirm running order

- c. Confirm room allocations
 - d. Give all QATA executive a job to do on conference day
 - e. Pack tote bags with merchandise and collateral from suppliers – collect boxes for these
 - f. Fold delegate name cards and put onto lanyards, arrange in alphabetical order
 - g. Prepare a running order for paid helpers so they can be self-sufficient on the conference days.
 - h. Get gifts for venue hosts and any workshop facilitators that are not being paid. Bottles of wine.
 - i. Attend to other tasks as they arise.
5. Day before conference
- a. Bump in on day before if possible- meet and brief all paid helpers and show around venue,
6. On Conference Days
- a. Oversee smooth running of registration and all sessions
 - b. Solve problems and liaise with presenters, venue staff, caterers, etc
 - c. Adhere to venue bump in and bump out protocols and direct paid assistants to do so.
7. After conference
- a. read through and collate survey feedback to send to each presenter and venue staff (include in thank you letters).
 - b. Debrief with venue staff and executive to learn for next time.