



## **ASCCC Committee Chairs Role in Planning for Events/Institutes and Other Information**

**Programming:** The Chair's role in the programming of the event is critical, as the committee, led by the chair, drafts and pulls together the content of the event. The chair will work with the committee to come up with a theme for the event, which is presented to the Executive Committee as a recommendation, typically with an outline of the program. Following the theme and outline approval by the Executive Committee, the chair will go back to the committee to develop the first draft of the program. The first draft that will be submitted to the Executive Committee for review need only include the breakout titles; descriptions are not necessary in the first draft. It is important for the chair to review the contract for the event space, as the breakout sessions and general sessions will need to be in line with the space we have available. If there is something new that the committee would like to see happen, please work with the executive director and Events Team to ensure we can support the change.

Prior to submitting the second and final draft of the program, the chair will submit to the president and executive director the list of all presenters for approval. All committee members are approved for participating in the event that their committee is putting together. The second draft of the program will be the final version of the program recommended to the Executive Committee and should be as complete as possible (breakout descriptions, proposed presenters, timing, etc). Once the program is approved, it is submitted for final review and approval by the president and executive director. The final program will be shared with all presenters confirming their participation. The executive director will work with the Office Team to produce a print and online version of the program.

**Registration:** Chairs should work with their committee members to get them registered for the event. The ASCCC will cover registration, travel, and accommodations for committee members and Executive Committee members presenting at the event. All presenters must complete the online Presenter Registration through Eventbrite so we have accurate information. All committee chairs will be provided with the presenter registration link and promo code, if applicable. In the hybrid format, chairs should communicate to the Events Team which presenters will be attending virtually or in-person so that we have accurate counts for the hotel. This is critical as attendee counts are used for food orders and spacing consideration.

**Travel and Lodging:** If assistance with travel is requested, committee members must complete the [online travel request form](#). The ASCCC office will contact committee members with flight information. The office asks for at least a two-week notification for requests with all flight arrangements.

The ASCCC events team will secure all hotel accommodations for committee members. Our aim is to have all committee members arrive the morning of the first day of the event. If committee members are flying to the location of the event, and there are no feasible direct flight options that morning, ASCCC will schedule flights to arrive the night before and secure a room. If the committee member is driving to the event location, ASCCC will reserve a room the night before if both of the following apply:

- The event starts before 10:00 AM, and
- It takes longer than an hour to drive from home to the location of the meeting.

If both of these do not apply, then we will expect the committee member to arrive the morning of the first day of the event.

Exceptions to these travel protocols are subject to approval by the Executive Director and President.

**What to Bring:** It is important that chairs help communicate to their committee what the ASCCC Office is able to provide. The ASCCC does not provide laptops for presentations, unless a special need arises. We do have two loaner laptops that must be reserved ahead of time. We recommend that all presenters make arrangements to bring their own laptops and adapters to use with presentations and be prepared to run PowerPoint presentations. If PowerPoint presentations include videos or hyperlinks, it is the responsibility of the presenter to alert the moderator for that session prior to the event so moderators can effectively support the presenter with their presentations.

The ASCCC events team will provide presenters with projector's, flip charts, or other audio visuals. Please refer to the event checklist for deadlines of event requests. Presenters will be provided with a name badge and program upon institute check-in. Materials will not be provided unless the presenter has registered for the remainder of the institute. All materials will be posted on the ASCCC website prior to and following the institute.

**Presenter training (Hybrid/Virtual Events):** It is important that all presenters understand how to use the technology platform that will be utilized for the event. The chair of the committee has the important role of helping facilitate this by ensuring the committee members and any external presenters are aware of the live presenter training sessions available, which are typically scheduled 2-3 weeks before the Event begins. The presenter training session is a mandatory training and presenters must have participated in at least 1 training session prior to the start of the Institute (it doesn't have to be that one if the presenter is a repeat presenter). Training sessions are intended to guide presenters through the virtual event platform and to address any questions they may have prior to the Event.

**Breakout Materials:** Presentations and materials should always be sent to [eventmaterials@asccc.org](mailto:eventmaterials@asccc.org). We will also provide PowerPoint Presentation Templates and Zoom backgrounds for you to use with your presentations. The ASCCC events team will provide the event's material deadline to all Committee-chair and presenters.

**Day of the Event:** The committee chair along with the president will typically do a brief welcome to kick off the event. In addition to this, the chair is encouraged to be present at the registration table to help greet attendees. The chair may also assign tasks to other committee members (we've seen this done typically in the form of hosting informal networking sessions). Executive Committee members participating in the event are also asked to help out as needed during the event. If an issue arises, the chair should communicate with the executive director, president, or the Director of Administration so we may problem solve as needed.