

NAFSA: Association of International Educators
Region X
Position Description

CONFERENCE PLANNER

Term: Two Years, two months

Appointment: By the regional Executive Committee in consultation with the current Conference Planner

Qualifications: A member of NAFSA in Region X. Minimum of two years experience in the field of international education. Must have institutional support for acceptance of responsibilities. A demonstrated commitment to the concept of professional development through participation in conferences and workshops. Ability to travel to potential regional conference sites.

Responsibilities:

Attend all team meetings, regional conferences, and when possible, the Annual NAFSA Conference (Note that some regional team meetings may be held as teleconferences at the discretion of the Chair):

5 Team Meetings: Spring Team Training (March-April); Team Meeting at Annual conference (May-June); Summer Conference Planning Meeting (June); Pre-regional Conference Meeting (October-November); Post-regional Conference Meeting (October-November)
Annual NAFSA Conference (May-June) attend Conference Planner and Regional Team meetings
Washington Leadership Meeting (January): attend Conference Planner and regional team meetings

- In conjunction with the Regional Leadership, establish long-range plans and makes contract negotiations and physical/practical arrangements for the annual regional meeting, and, potentially, the summer conference planning meeting.
- In consultation with the Regional Leadership, identify potential cities for regional conference and, once a city or cities have been selected, liaise with the appointed NAFSA hotel negotiator to contact hotels and begin the negotiation process.
- Serve as the interface between the Regional Leadership and the conference hotel. Responsible for all catering set-up (including the pre-conference and post-conference team meetings) and for communicating the Conference Chair's room requirements, room set-ups, and audiovisual needs to the hotel.
- During the Regional Conference, serve as interface between the hotel staff and the Regional Leadership for changes to catering, AV orders, and other site arrangements.
- For the first year in the job, serve as conference registrar and liaison for the conference, assisting in conference planning as assigned. For the second year, act as lead planner and train the incoming Conference Planner through a year-long apprenticeship.