

ICTFL Call for Volunteers - Fall Conference Committee

Fall Conference 2021 co-chairs, Emily Brown and Catey Harshman invite you to join their Conference Committee. It takes many willing hands and a constant influx of creative ideas to present the quality Conference we do every year.

The first questions that are always asked are “how much time will this take?” and “how many meetings do I have to attend?” First of all, there is a very supportive group of individuals ready to help, including the Conference Steering Committee (Conference Co-Chairs, Conference Coordinator, Executive Director, President, First Vice-President, and Past President). We emphasize collaboration, plus we have past models from which to work. We also try to do most of our communicating via email or Zoom, with few face-to-face meetings. Time required is usually spread out prior to the conference, with one informational meeting in the fall and another in late spring reviewing progress and further outlining responsibilities.

Here is a list of sub-committees and their general duties. Where do you fit in? How could your strengths and skills help? In which area are you most interested? When you have decided, please contact Conference Coordinator Susan C. Johnson at ictfl.confcoordinator@gmail.com.

- Awards (pre-Conference) -
1. Assist the ICTFL Awards Committee as needed, which may include soliciting nominations, compiling and distributing the nominees' packets to the judges, designing displays of the award winners both on-site and virtually, finding certificates for the winners, etc.
 2. Help plan and set up the Awards Ceremony
 3. Prepare “Awards” pages for *Conference Program*

Chairs: Samantha Godden-Chmielowicz & Kathleen Priceman

- Awards (on-site) -
1. Set up the display of the award winners
 2. Assist with the Awards Ceremony
- (if virtual) -
3. Direct the virtual Awards Ceremony

Chairs: Samantha Godden-Chmielowicz & Kathleen Priceman

- Book Study (pre-Conference) -
1. Choose book and read it
 2. Prepare “advertising copy” to promote book via eBlast, social media, ICTFL website, etc.
 3. Prepare description of book study session for *ACCENTS* (published by Aug. 1) and *Conference Program*

(on-site or virtually)

4. Lead book discussion(s)

- Evaluation (pre-Conference) of sessions -
1. Prepare forms (online)
 2. Determine best way to identify individual presentations for Program (i.e., number them?, alphabetize?, group by language?, etc.)
 3. Prepare directions of how to do the evals

- Evaluations (post-Conference) -
1. Compile results
 2. Send individual session/workshop results to individual presenters and to Conference Coordinator
 3. NOTE: choice of ICTFL's “Best of Illinois” session for CSC to be determined by these evaluations

- Exhibits (pre-Conference) -
1. Prepare the Exhibitor Registration form for website
 2. Identify possible exhibitors

3. Invite exhibitors to attend (include above form)
4. Create the exhibit hall floorplan
- (if virtual) - 5. Create the Virtual Exhibit Hall on our website (work closely with Webmaster)
6. Create exhibitor directory for *ACCENTS* (published by Aug.1) and *Conference Program*
7. Prepare raffle drawing supplies and procedures
- (if virtual) - 8. Plan and prepare how raffle to be done via our website (work closely with Webmaster)
9. Prepare welcome bags for exhibitors (optional)

- Exhibits (on-site) - 1. Supervise the exhibit hall set-up before Conference opens
2. Conduct raffle drawings and post winners
- (on-site or virtually) 3. Get feedback from the exhibitors.

- Friday Social Activity (pre-Conference) - 1. Decide the nature of this activity
2. Make all necessary preparations for this activity
 3. Prepare description for *ACCENTS* (published by Aug. 1) and *Conference Program*
- (on-site) 4. Run this activity

- Hospitality (pre-Conference) - 1. Recruit volunteers to welcome conferees as they arrive, to answer general questions, and to direct conferees where to go
2. Decide some way to make these volunteers "stand out" (i.e., sashes, hats, etc.)
 3. Contact local Visitors' Bureau to see how they can help

- Hospitality (on-site) - 1. "Supervise" the recruited volunteers
2. "Host" any keynote speaker or featured presenters (pre-Conference contact necessary)

- "Hot Topics" (pre-Conference) - 1. Prepare list of such topics (some will be submitted as proposals in or "Ed Talks" March)
2. Solicit presenters for such topics (again, some will have already submitted proposals for these)
 3. Work with Conference Coordinator & Co-Chairs to schedule appropriately

- Photo Booth (on-site) - 1. Set it up
2. Promote its use in *ACCENTS* (published by Aug. 1) and *Conference Program* ahead of time and in person on-site

- Photography (on-site) - 1. Take both candid and "posed" photos
2. Photograph all "main events," note those in photos if possible
 3. Randomly photograph sessions/workshops, try to note those in photos
 4. "Officially" photograph award winners
 5. Share all photos with Webmaster

- Program (pre-Conference) - 1. Prepare the Call for Presentations for website and general distribution
2. Solicit session/workshop proposals from a variety of constituencies

(i.e., higher ed., language specific, FLES, technology, etc.)

3. Review and discuss the merits of all proposals
4. Grid the chosen sessions/workshops
5. Acknowledge all submissions
6. Prepare "Conference Program" pages in *ACCENTS* (published by Aug. 1)
7. Prepare "Conference Program" pages in *Conference Program*
8. Work closely with Conference Coordinator & Co-Chairs

- Publicity (pre-Conference) -
1. Prepare *ACCENTS* to be published by Aug. 1
 2. Prepare copy for website
 3. Prepare copy for eBlasts and submit to Communications Chair
 4. Prepare copy for distribution to ICTFL affiliate organizations
 5. Prepare copy for distribution to ROEs, school superintendents, private schools, universities, etc.
 6. Suggest other entities that would benefit from such publicity

- Publicity (on-site) -
1. Create a way in which attendees can let their schools, hometowns know that they attended (i.e., via press release, social media, photos, whatever)

- Registration (pre-Conference) -
1. Prepare the Conference Registration form for website and general Distribution, include in *ACCENTS* (published by Aug. 1)
 2. Collect and record registration information as it comes in
 3. Distribute this information to other sub-committees as needed
 4. Assemble registration packets (for in-person conference only)
 5. Work closely with Conference Coordinator, Executive Director, Treasurer, & Co-Chairs

- Registration (on-site) -
1. Prepare a registration desk work schedule and staff it with workers
 2. Inform these workers about registration procedures
 3. Man the registration desk

- Room Checker (on-site) -
1. Count how many in audience of all sessions
 2. Verify presence of NIU equipment in each breakout room

- Signage (pre-Conference) -
1. Create a welcome sign specific to the Conference theme (optional)
 2. Create general directional signs, as needed
- (on-site)
3. Post these signs

- Social Networking (pre-Conference and on-site) -
1. Share information about the Conference via FaceBook, Twitter, etc.
 2. Establish network of people to re-post info to their followers on social media

- Virtual Tech (pre-Conference) -
1. Determine program format
 2. Find Moderators (volunteers to help with tech glitches)
 3. Set up links to sessions
 4. Set up links to evals which end with automatic PD form
 5. Create and share THE first identifying slide and THE last eval-to-PD slide to be used in all sessions
 6. Decide how sessions to be recorded, where archived, for how long
 7. Work closely with Webmaster, Conference Coordinator & Co-Chairs

- Virtual Tech (on-site & during broadcast) –
1. Send session links to conferees
 2. Take attendance of those in sessions

- Volunteer Coordination (pre-Conference) -
1. Set up an online method of soliciting additional volunteer workers (i.e. via Sign-up.com or ?), publish in *ACCENTS* (published by Aug. 1), eBlasts, website, social media, etc. NOTE: These volunteers are not considered part of the Conference Committee and need not attend any Conference Committee meetings.
 2. Find out from other sub-committees what volunteers they need and when
 3. Communicate expectations with volunteers who sign up and give them name of person to whom they will report
 4. Post volunteer schedule
 5. Check on volunteers to make sure they understand what to do
- (on-site)

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