

## **Registration and Check-in Committee**

### ***General Responsibilities:***

- Monitor registration spreadsheet in communication with Barbara Smith's Office
- Coordinate volunteers to work registration table on day of conference
- Create nametags and compile bags for all participants

## **Marketing Committee**

### ***General Responsibilities:***

- Create and distribute marketing tools to representatives from outside institutions.
- Create the programs and inserts for the conference folders.
- Create necessary signage for conference day.
- Update conference website and Facebook page.

## **Donations and Giveaways Committee**

### ***General Responsibilities:***

- Request and collect donations for conference participants (for door prizes & bag stuffing) from local businesses and/ or UTSA Departments.
- Coordinate door prize/giveaway component on day of conference.

## **Evaluation and Certificate Committee**

### ***General Responsibilities:***

- Create/ update evaluation form for conference.
- Coordinate distribution and collection of evaluations on day of the event.
- Set up online evaluation for conference participants after conference.
- Compile survey data to present at final committee meeting
- In conjunction with Presentations Committee, coordinate presentation facilitator volunteers for the day of.

## **Presentations Committee**

### ***General Responsibilities:***

- Create call for proposals form and ensure website communication up to date.
- Select presentations and assist with scheduling.
- In conjunction with Evaluations Committee, coordinate presentation facilitator volunteers for the day of.