



Region II Conference, July 29-August 1, 2010, Chattanooga, TN

## **Call for Conference Committee Members**

Region II needs you! Are you a good organizer, good at coordinating others, like to gather items for a silent auction, a numbers person and the list goes on. Successful conferences run on the support of members. Region II is currently seeking those people who are interested in working with the conference committee in order to ensure a successful 2010 conference in Chattanooga, TN. If you are a person who is committed to improving your profession, please apply. The conference committee and our members will be fully appreciative of all your support!

Committee members will receive conference registration. Travel and lodging will be negotiated with consideration of distance traveled and time involved before and during the conference weekend. All applicants must be dual members in good standing with RID as well as an Affiliate Chapter within Region II in order to be considered.

### **Submission Process by email**

1. Complete Conference Committee form for position desired.
2. Resume
3. Letter of intent/Bio
4. Professional electronic Photo
5. Send to [Region2rep@rid.org](mailto:Region2rep@rid.org) by December 22, 2009

**Interpreter Coordinator:** Recruit and hire conference interpreters; maintain communication with Conference Chair and interpreting staff; schedule conference interpreters for all events; gather and disseminate requisite prep material; to oversee interpreting staff onsite, including fielding request and concerns of consumers regarding the interpreting staff; to verify appropriate interpreting credentials; to coordinate emergency interpreting request and replace interpreters as needed; to process the necessary paperwork to ensure payment of the interpreters.

**Silent Auction:** To coordinate all efforts to collect items for the silent auction which include maintaining a record of every location/business that has had a request presented to them, Keep a listing of all items given, ensure that a statement/letter has been given to the donating parties that include TRID Tax ID for the purposes of allowing the business to write off the donation,

etc. On-site: Coordinate the display of items, create display to recognize who has donated merchandise , maintain bid sheets, post the winners at the end of the conference, collect monies for items on site (no mail outs– must be present to win).

**Communication Technology:** To provide the necessary technology to ensure equal access to communication per each request received on the registration forms. Technology includes:

**ALD's:** Gather and disseminate equipment as needed; retrieve all equipment at the end of the day/event; troubleshoot equipment problems (batteries, substitute items, etc.); ensure security of all ALD equipment onsite.

**Registration/Treasurer:** To develop and print the registration badges. Research and secure a low-cost/quality printing service that falls within the established budget. Registration packet should include information as seen in the template used for previous conferences as well as any additions pertaining to the current conference. Deadlines for receipt of this information should be established and disseminated to the appropriate committees. Be present at the registration table during the conference to address and resolve any questions, concerns, comments, or other. Track and maintain all revenue and expenses for Region II conference.

**Program Book Chair:** To coordinate all efforts to collect items necessary to develop a Region II Conference Program Book. Would be working closely with a publishing company to edit and submit pages for printing for an established deadline before the conference.

Appointees will work with the following conference planning team:

Brian Paille, Conference Chair

Belinda Milligan and Lisa Godfrey, Student Representative Co-Chairs

Anne Tomkinson, Program/CEU Chair

Lisa Godfrey, Local Contact

Summer Chappell, Hospitality Committee



# Conference Committee Application Form

Position desired: \_\_\_\_\_

Name: \_\_\_\_\_ Credentials: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone:\_(\_\_\_\_)\_\_\_\_\_ [ ] VP [ ] home [ ] cell [ ] text [ ] both

Phone:\_(\_\_\_\_)\_\_\_\_\_ [ ] VP [ ] home [ ] cell [ ] text [ ] both

Statement of intent (why you feel you are qualified for the position) Minimum of 100 words.

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Biography (if selected, will be used for program book):

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I am a member in good standing with my state affiliate and with RID

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Deadline for applications: December 22, 2009  
Return to: Region2rep@rid.org