



# CSTA Vice President

Annual Connecticut Science Educators Conference

## Responsibilities

- Sets the conference date and theme, and appoints conference chairs.
- Sets costing structure for presenters/exhibitors, etc.
- Directs committees, setting expectations and helping to reach them.
- Works with each committee to ensure they can meet schedule dates.
- Oversees all subcommittees and coordinates their activities.
- Ensures subcommittee chairs are in constant contact with each other.
- Analyzes the event (Pre and Post).
- Keeps CSTA President apprised of progress and issues.

## Timeline

November - December

- Debriefs previous conference.
- Reviews conference budget.

## December - January

- Sets date and place for next year's conference. Includes alternate dates in case of conflicts.
- Sets the theme for next year's conference.
- Appoints Subcommittee Chairs.
- Finds and schedules a keynote speaker for next year's conference.
- Works with Exhibitor Chair, Presenter Chair and CSTA President to set costing for conference - attendees, presenters, exhibitors. (Keeps in mind a targeted meal cost.)

## December - November

- Maintains constant contact with committee chairs.
- Continually reviews numbers and costs.
- Monitors contract and fees for keynote speaker.
- Apprises insurance company of relevant information (e.g. live animals that presenters would like to bring).

## February

- Create conference logo and slogan.
- Works with Program/Presenters Chair to design a Call for Presenters flier aligned to conference theme.

## March

- Monitors Facilities Committee's acquisition and submission of appropriate forms and payments for conference site.
- Works with the Program/Presenters Chair to ensure that the Call for Presenters goes out by mid-March.

## March - May

- Communicates Program/Presenters Committee Call for Presenters flier, logo, slogan and vision to Publicity Chair.
- Monitors publicity of the Call for Presenters and initial conference save-the-date, keynote and theme publicity.
- Monitors presenter applications.

## June

- Supports Program/Presenters Committee with the conference program.
- Monitors Publicity Committee's messaging and publicity campaign launch, ensuring alignment with theme and program offerings.
- Invite the state commissioner of education and Science Teachers Association presidents from surrounding states.

## September - Early November

- Monitors final details for the conference. (e.g. meal count for attendees, presenters and exhibitors, room assignments)
- Coordinates with subcommittee chairs to produce materials to put in folders for attendees, presenters and exhibitors (e.g. survey -or survey URL-, program, lunch ticket, and raffle tickets)
- Supports Publicity Committee with advertisement.
- Creates a conference survey for attendees, presenters and exhibitors.
- Acquires people to help with clean up after the conference.
- Assigns roles for the day of the conference. (e.g. lunch room, directing parking, strategic navigation locations, books table, and registration tables)
- Coordinates with the Subcommittee Chairs to enlist support where needed for the day of the conference.
- Communicates with the Registration Committee to ensure name tags are produced on time and in holders in advance.
- Helps Committee Chairs communicate with one another to determine and acquire the tables for exhibitors, registration and anything else (e.g. books) and any technology needs (e.g. laptops,

and credit card readers for books table, and attendee, presenter and exhibitor registration).

- Does a walk-through of the conference site with the Facilities Chair and IT service provider, communicating needs of each of the subcommittees. Makes sure there is a microphone for keynote.
- Coordinate with Program/Presenter Committee Chair to ensure keynote speaker's travel arrangements have been confirmed.
- Stay in contact with CSTA and CSSA Presidents to make sure they have what they need. Let the CSTA President know about any special guests, such as the commissioner of education or other state's Science Teachers Association presidents, so he or she can write them into the speech for the day of the conference.

### Night Before Conference

- Arrive Friday afternoon and assist committees with their needs.
- Assist, coordinate, resolve issues.
- Confirm that keynote speaker has arrived and check in.

### Day of Conference

- Arrive early Saturday morning. Float and handle need as they arise.
- Bring water bottles for president's conference speech, keynote speaker and state commissioner.
- Identify where executive board members are seated at the start of the CSTA Annual Membership Meeting and communicate that with the CSTA President for introductions.
- End of conference -Clean up.