

Chair(s):

Christen DeBard, Radio Television Digital News Association
Brook Pritchett, CAE, Raybourn Group International

Charge

The Convention Committee plays an important role in ISAE's ongoing efforts to provide excellent professional development and networking opportunities to members and prospective members of ISAE. Committee members serve as key contributors to capturing relevant speakers, content, sponsorships and overall event planning assistance for ISAE's Annual Convention. The committee will strive to support the event planning efforts made by ISAE's director of events, as well as assist in marketing for event promotion and theme selection as necessary.

Composition

Committee chairs and co-chairs are appointed by the ISAE president. All committee members shall be members in good standing of the Association. The make-up of the committee should be a diverse representation of the ISAE membership. Committee members will work closely with ISAE's director of events.

The term of appointment is August 2021–July 2022. All committee members should expect to contribute an average of one to two hours per month between August and July, with variation depending on assignments taken on by specific committee members.

Committee members must act in the best interest of the Association in executing their duties, keeping in mind the needs of ISAE members and potential members rather than political or personal motivations.

Benefits

Committee members will benefit from the opportunity to create a memorable event that will bring a new level of professional development and networking opportunities to ISAE. Committee members will also expand their professional networks with ISAE members, and contribute to the betterment and growth of the profession and the Association.

Committee Responsibilities and Ongoing Tasks

- Typically meets six to eight times between August and July.
 - Five to seven Zoom meetings or conference calls.
 - One conference wrap-up call.
- Attend Convention* (July 19-21, 2022 - Belterra). There will be onsite volunteer responsibilities.
- Help with registration, speaker gifts and possibly speaker introductions on-sight

- **January Goals:**
 - Recruit volunteers for committee
 - Discuss schedule
 - Start looking at potential speakers
 - Discuss event goals

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- **February Goals:**
 - Decide on speakers
 - Solicit sponsorships
 - Review previous year evaluations and discuss new convention format
 - Prepare a balanced schedule of high-quality education and fun networking opportunities that cover a variety of CAE domains.
- **March Goals:**
 - Discuss reception
 - Solicit sponsorships
 - Confirm speakers
 - Confirm schedule
- **April Goals:**
 - Promote attendance
 - Discuss marketing ideas
 - Finalize sponsorships
- **May Goals:**
 - Finalize reception
 - Create ideas and décor
- **June Goals:**
 - Decide on-sight duties
 - Wrap-up any loose ends
 - Review goals and event plans
- **July:**
 - Event wrap-up and evaluation

Staff Responsibilities

- Maintain committee roster.
- Negotiate and contract with venue, vendors and speakers.
- Work with co-chairs to schedule meetings, develop agendas and complete meeting minutes.