

ISEK Biennial Conference

Duties and Responsibilities

The delivery of a successful conference relies on the smooth coordination and planning of many people and committees. The duties and responsibilities of these groups is as follows.

ISEK Council

The primary duties and responsibilities of the ISEK Council include:

- To select and confirm the Conference Chair
- To approve and confirm the conference destination and conference dates
- To approve conference budgets based on provided budget templates
- To approve chairs for other conference committees as recommended by the Conference Chair
- To maintain financial oversight and responsibility for the conference
- To approve Keynote speaker candidates prior to invitations being extended
- To approve an overall conference theme if recommended by the Conference Chair
- To provide guidance on proposed conference program layouts
- To delegate authority to the Secretariat and PCO to serve on their behalf in matters related to logistical coordination of the conference

ISEK Secretariat & PCO

The primary duties and responsibilities of the Secretariat and PCO include:

- To vet the Conference Chair and Conference destination competitions and provide guidance to the council regarding the submissions and opportunities arising from the submissions
- To undertake site selection visits to prospective destinations as necessary prior to final decisions
- To communicate final decisions regarding Conference Chair and Conference destination selections
- To negotiate final conference venue and accommodation contracts
- To develop the conference budget for Council approval
- To recommend conference registration fees to the Council for approval
- To collect all conference revenues and pay all approved conference expenses
- To secure necessary general liability policies for the conference
- To coordinate and participate in regular planning meetings with the Conference Chair
- To provide full support to the Conference Chair and Conference Committees in the delivery of their duties
- To manage conference hotel room block contracts
- To manage and update the Conference webpages residing on the ISEK website
- To provide, configure and manage online conference registration, oral/poster/award submission and exhibit/vendor booking systems
- To facilitate the review of all oral and poster submissions by the SPC
- To coordinate all vendor and sponsor requirements
- To schedule and coordinate special meetings (i.e. Council, General Assembly, Awards) that occur during the conference
- To develop a Sponsor/Donor/Vendor plan for local and worldwide financial support
- To prepare and print, or make available in an online/electronic format all conference materials including program booklet, signs and banners
- To coordinate speaker logistics (collection of bios, travel & accommodation) for confirmed Keynote speakers
- To coordinate all logistical components of the conference including, but not necessarily limited to:

- Securing and overseeing conference suppliers (audio-visual, food services, posters, printers)
- Vendor move-in and move-out
- Conference excursions and special off-site activities
- Daily conference instructions
- On-site registration and information
- Selection of food and beverage items
- Spouse/Guest program elements

Conference Chair

The primary duties and responsibilities of the Conference Chair include:

- To maintain their ISEK membership in good standing throughout their tenure as Conference Chair
- To attend the conference in the years leading up to the 2020 conference. Registration fees to be waived
- To assist in developing the conference budget and to work to deliver the conference on or under budget
- To establish and chair a Scientific Program Committee (SPC) with input from the Council. Committee terms of reference will be provided.
- To establish and recommend chairs for additional necessary committees as approved by the Council (i.e. Awards, Vendors/Sponsors). Committee terms of references will be provided. Committee members must maintain their ISEK membership in good standing throughout their tenure with the conference
- To recommend to Council proposed conference themes, if it is decided to incorporate an overall theme to the conference
- To participate in regularly scheduled Council meetings to provide conference update reports
- To develop the Conference program including the identification and invitation of Keynote speakers and the evaluation of submissions for all other oral and poster presentations
- To identify, encourage and qualify the submission of proposals for pre-conference workshops and vendor presentations
- To maximize award monies through the identification and pursuit of award donors
- To evaluate award competition submissions based on prescribed rating criteria and to decide on successful candidates
- To pursue and secure financial support from local/regional entities including Universities and their appropriate departments, Research Institutes, Corporate sponsors and potential vendors
- To provide input on potential venues and activities for social activities that may be organized as part of the conference