

## Annual Conference Committee

The location of the Annual Conference is determined by the IDEC Board, in conjunction with the Executive Director. The Executive Director seeks out appropriate cities and evaluates the financial feasibility of the site. Location of the conference site should take place 2-3 years in advance. Efforts should be made to involve IDEC members to serve as local hosts prior to final selection of the site. It is the intent to locate the conference in a rotating schedule placing the conference in various regions when possible to facilitate travel of members.

The Annual Conference Committee plans and executes the Annual Conference for IDEC with the assistance of IDEC staff. The Conference includes a business meeting of the IDEC membership, presentations, poster sessions, an exhibitor's hall, keynote session, Fellows event(s), regional meetings, network meetings, an awards event, and other activities as deemed appropriate for the venue and/or current needs of the organization."

## Committee Composition & Appointments

**Chair:** The chair of the Conference Committee is the President who will be in office at the time of the conference.

### Committee Members:

- Host of the Conference Committee is appointed by the President.
- A representative from the Conference Development Task Force
- [The Abstract Review Coordinator](#)
- [The Creative Scholarship Coordinator](#)
- [The Conference Proceedings Coordinator](#)
- [The Student Design Competition Coordinator](#)
- [The Scholarship Collaborative Coordinator](#)
- [The Service Collaborative Coordinator](#)
- [The Teaching Collaborative Coordinator](#)
- [Director of Regions](#)

**IDEC Staff Liaison:** The IDEC Staff members responsible for the conference serve as a liaison to the committee.

**Time Commitment:** varies per week

## Responsibilities and Duties

- Working with appropriate members of the [Communications Committee](#) who oversee the design and process, the [President](#) who will be in office during the conference will approve the design of the graphic images and logo for the conference.
- With Board approval, Executive Director establishes the conference fee and schedule.
- The Executive Director and the Conference Planner create and coordinate the following for approval by the [President](#):
  - the conference timeline
  - budget
  - production schedule
  - site visits and confirmation
  - hotel negotiations and contracts
  - food and beverage selections

- blocks of rooms and meeting spaces
- pre- and on-site registration
- content and printing of conference proceedings and brochures conference favors, awards, certificates
- registration materials and badges

## Calendar & Deadlines

- **May-Aug** – [Nominating Committee](#)
- **Jul** – Board Retreat
- **Sep-Nov** – [Finance Committee](#)
- **Nov-Jan** – [Annual Report](#)
- **Mar** – Board Meeting at Annual Conference
- **Weekly** conference call with President, President-Elect and Executive Director
- **Monthly** conference call with IDEC Foundation
- **Monthly** conference call with Board of Directors