

IDCEC Liaison

The IDCEC Liaison works closely with the Abstract Review Coordinator and the Conference Committee so that conference attendees may apply for CEU credit by attending conference presentations. This includes, but is not limited to, the IDEC Academy workshops and the presentations accepted from the IDEC Call for Presentations.

Appointment & Term of Service

Appointed by the IDEC President; retiring Coordinator may make recommendations to the President for his/her successor

Term: 2 consecutive years; Responsibilities begin May 1 of the appropriate year and run until April 30

Time Commitment: 2-4 hours a week during regional and annual conference months

Responsibilities and Duties

- Applies for conference and/or presentation session approval with IDCEC as necessary.
- The IDEC—IDCEC Representative assigns IDCEC approval numbers—one number for all the conference presentations, another number for the workshops approved through the IDEC Academy, and other numbers as necessary.
- Creates all necessary forms for this process and its explanation to members and provides these forms to **IDEC Staff** for distribution to conference participants. This includes the “proof of attendance” sheets that are to be submitted with the continuing education form. The representative also prepares Participant Forms for presentations and workshops, and Certificates of Attendance for workshops only. IDEC staff print documents according to number registered along with additional printed documents for possible on-site registration.
- Assists staff in directing completed, collected forms to IDCEC or its designated representative for recording.
- Works with members of the IDEC Academy Board to facilitate the gathering of feedback from CE learners so that the conference conforms with required IDCEC and/or IDEC Academy documentation procedures.

Programs, Events, and Committees

- Committee - Conference Abstract Review Coordinator [link]
- Committee – Regional Conference Committee
- [Director of Scholarship Collaborative](#)
- [Director of Regions](#)
- [Director of Teaching Collaborative](#)

Timeline

- **Monthly** conference call with Teaching Collaborative
- Review Timeline
- **Aug** – review regional conference sessions for IDCEC submission

- **Jan** – review annual conference sessions for IDCEC submission
- **Mar** – Annual Conference