

GLATA Annual Meeting Committee - Meeting Planner

Qualifications:

1. NATA Member (District Four)
 2. National Provider Identification (NPI) Number
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Responsibilities:

1. Works in conjunction with Education Committee to plan the Annual Meeting.
2. Collaborates with and directs the Annual Meeting Committee to ensure proper meeting components are executed in accordance with policy and procedure.
3. Screens applications/bids for future Annual Meetings, provides materials for review, and recommends sites for future Annual Meetings to the Executive Board.
4. Works to establish Annual Meeting costs included but not limited to guest room rates, meeting room rates, food and beverage charges, exhibitor fees, registration fees, other accommodations needs per meeting requirements.
5. Maintains updated files of past, current, and future Annual Meeting reports and provides future cost projections and recommendations as needed.
6. Ensures all Annual Meeting information is available to the membership in accordance with established policy.
7. Coordinates details of the Annual Meeting program in conjunction with the Education Committee and Executive Board including: Registration, Hospitality Room, Speaker Room, Room assignments, Audio-visual, Exhibits and Sponsors, Speakers, Entertainment/Social, Board events, etc.
8. Coordinates all exhibitor contracts, floor plans, booth assignments, and other aspects of the exhibit hall as required.
9. Ensures sponsors are communicated with and included in exhibit hall planning.
10. Maintains an inventory of all equipment (computers, printers, signs, banners, tables, etc) used for the Annual Meeting.
11. Submits an annual budget request per Finance Committee specified time lines.
12. Attends Executive Board Meetings in a non-voting capacity at President's request.
13. Provides a written report to the President for presentation to the Executive Board at all scheduled meetings.
14. Provides additional duties as assigned by the President.

Start Date: June 3, 2019 as Meeting Planner-Elect. Regular term begins March 2020.

Chair Term: Appointed for a two-year term and may serve more than one term.

Chair Evaluation: Chair will be evaluated by the President-Elect and Education Coordinator, and the Executive Board prior to a request and/or consideration for re-appointment.

Committee Composition: The GLATA Annual Meeting Committee is composed of numerous members tasked with specific roles associated with the Annual Meeting.

Executive Board Liaison: GLATA President-Elect