2019 Pre-Health Conference Leadership Team Position Descriptions

Speaker Recruitment Coordinator	Interactive Programming Coordinator	Hospitality Coordinator	Exhibitor Recruitment Coordinator	Strategic Marketing Coordinator	Finance Coordinator
Set up Speaker Request Form online. Work closely with Exhibitor Recruitment Coordinator to send invites to past exhibitors. Send email confirmation to confirmed speakers. Work closely with Programming Coordinator to ensure confirmed workshops are added to program. Assist with Making Speaker Itineraries & Nametags	Work closely with Interactive Workshop Coordinator. Create interactive workshop schedule. Recruit professionals via email to lead interactive workshops. Email confirmations.	Block Hotels, Track Accomodations, Manage Transportation Requests, Recruit and Manage Drivers of Vans. Recruit/Train/Manage Golf Cart Drivers. Create Nametags for Speakers/Exhibitors, Mail Confirmation Packets. Put Signage Out on Conference Weekend.	Work closely with the Pre-Health Fair Coordinator and Finance Coordinator. Email past exhibitors invitations to exhibit. Mail postcard invitations. Confirm with Exhibitors via email. Work with Programming Coordinator to indentify overlap in speakers and exhibitors. Work with Social Media & Web Coordinator to promote exhibitors.	Work closely with the Social Media & Web Coordinator to design elements. Create and implement the marketing strategies for selling tickets on campus and statewide. Includes sending letters, posters, postcards to all advisors across CC. Arranging Tabling and Chalking. Coodinating PHC representation at all HPA large events. Emailing advisors and pre-health clubs statewide.	Work closely with the Exhibitor Recruitment Coordinator to plan communication. Work closely with the Programming Coordinator to confirm Sponsored Workshops. Update the Conference Budget Spreadsheet Monthly. Create Sponsorship Sheet. Mail Sponsorship Package to Exhibitors. Build relationships with new sponsors. Work Closely with Rosie to Update Spreadsheet.

Programming Coordinator	Interactive Workshop Coordinator	Registration & Check In Coordinator	Pre-Health Fair Logistics Coordinator	Social Media & Web Coordinator	Conference Planning Coordinator
Invite Keynote Speaker, Confirm and Greet on the day of. Write Workshop Descriptions. Write Panel Questions. Create the printed Conference Program. Assist with Making Speaker Nametags. Recruit Workshop Moderators. Make Signage For Rooms.	Coordinate the rooms for Interactive Workshops. Create the Tickets. Recruit the moderators. Determine supplies needed and order. Make signage for rooms. Create tickets and manage Ticket Distribution.	Set up Registration Page, Track Attendance. Communicate with Attendees regarding updates. Check Pre-Health Conference Email Account Daily. Create and send waivers. Track attendee duplicates. Create discount codes. Manage Check In Process on Conference Day.	Work closely with the Exhibitor Recruitment Coordinator to ensure exhibitors are confirmed. Create Fair Layout. Assist with making Exhibitor nametags/confirmation packets. Arrange Exhibitor Lunch. Return Shipping Process. Fair Layout Signs. Fair Set Up.	Work closely with the Strategic Marketing Coordinator to design elements. Creates Content to be used on all social media platforms. Updates PHCsocial media daily. Updates the website. Works closely with team members to ensure timely and appropriate messages are sent. Post on Social Media during Conference Day. Recruit Photo Intern.	Coordinate All Conference Meetings; Book Meeting & Workshop Rooms, Order meeting/training food, Send Internal Communications, Track Attendance, Process Receipts, Plan Social Events. Lead Recruitment Efforts for Interns/Volunteers. Lead Trainings in conjunction with rest of team.