

AV/SESSION SET-UP COORDINATOR POSITION DESCRIPTION

- ~~///~~ Attend conference planning meetings.
- ~~///~~ Set equipment guidelines with direction from the ALC Planning Committee.
- ~~///~~ Provide equipment information/guidelines to both the conference co-chairs and speakers when required.
- ~~///~~ Liaise with both the JPL Conference Manager/JPL Equipment Supplier before and during Conference.
- ~~///~~ Provide JPL with equipment requests six (6) weeks prior to the Conference.
- ~~///~~ Be available at the Registration Desk for speakers (last minute requests, changes, access to rooms, etc.).
- ~~///~~ Walk-about to make sure equipment requests/room-set-ups meet the needs of the speakers.
- ~~///~~ Trouble-shoot problems.