

LOCAL ARRANGEMENTS POSITION DESCRIPTION

The Local Arrangements coordinator provides the contact between the Planning Committee and Jasper Park Lodge. For continuity, clarity and expediency, Planning Committee issues should be communicated to the Lodge by the Local Arrangements coordinator. The following responsibilities fall to this position.

- ~~///~~ Negotiate contract with Jasper Park Lodge (JPL) for meeting space, dates, room blocks, etc. for the next five years (the contract is binding for only one year). (April)
- ~~///~~ Arrange venue for Planning Committee meetings when necessary.
- ~~///~~ Make accommodation arrangements for speakers, ALTA & LAA Executive members, government officials and special invited guests. Get accommodation listing from JPL about one week prior to Conference to double check. (December)
- ~~///~~ Prepare schedule of events for JPL outlining sessions (incl. number of registrants), social events, luncheons, meetings, etc. The schedule should include every aspect of the conference from Wednesday night to Sunday morning. It should also outline any special arrangements such as reserved seating at meals, gifts to special speakers (flowers or fruit basket to Minister), names of Conference Committee members, access to photocopier for *Info to Go* Editor, etc. (April)
- ~~///~~ Arrange meeting space for groups wishing to meet during the Conference when requested.
- ~~///~~ Liaise with JPL throughout the planning process to discuss meals, signage, sessions, coffee breaks, social events, special requests, etc. Main contact for JPL for problems or scheduling changes. (ongoing)
- ~~///~~ Meet with key JPL personnel on Wednesday before the Conference to discuss final details.
- ~~///~~ During the Conference, be available as liaison between Committee/delegates and JPL personnel to facilitate smooth sailing!