

## **PUBLICATIONS COORDINATOR POSITION DESCRIPTION AND CALENDAR**

### **Responsibilities**

#### **a) Conference Program:**

In consultation with the planning committee:

- Collects and inputs information from co-chairs, author talks coordinator, social convenor, sponsorship coordinator, exhibits coordinator and registrar into program template
- Sends an electronic draft to committee for input and corrections.
- Sends an electronic final copy to committee for approval.
- Delivers the program to the printer (currently Econolith Press in Calgary).
- In consultation with the sponsoring organizations, directs the printer to print and distribute copies to the members of the sponsoring organizations.

#### **b) Conference at a Glance:**

- Collects convenor information from co-chairs.
- Collects room allocation information from local arrangements coordinator.
- Sends draft Glance to committee for input and corrections.
- Delivers Glance to the printer.
- In consultation with the registrar, directs printer to print enough copies for all delegates, speakers and exhibitors.

#### **c) Conference Signage**

- In consultation with sponsorship coordinator and the sponsoring organizations, prepare signs for the conference including sponsorship signs for sessions and social events, awards sign, exhibit hours sign and other signs as requested by the committee.

### **Publications Calendar:**

#### **Spring**

- Attend conference planning meeting.

#### **November/December**

- Collect information from committee and produce program

#### **March**

- Collect information from committee and produce Conference at a Glance.

#### **March/April**

- Collect information from committee and produce signs.