

IPM Symposium Committee Descriptions (last updated 04/23/19)

Awards – Drafts call for nominees, reviews nomination packets and selects finalists. Notifies all nominees of final status of nomination. Coordinates award presentations at event, including collecting PowerPoint slides. Writes news release(s) to announce results. Assists Michelle in design of printed program, if needed.

Finance/Exhibits – Communicates with past sponsors and exhibitors about opportunities. Recruits new sponsors and exhibitors by e-mail, telephone, personal contacts. Updates and circulates announcements. Responds to inquiries. Works with Michelle to set budget. Determines program enhancement fund policy and makes final decisions on support money. Recommends registration fee amounts to Steering committee. Manages and recruits volunteers for the Silent Auction. Works with other committees to determine funds available for special needs (i.e. invited speakers, international support, student support). Identifies possible sponsor opportunities.

International – Works with Program, Finance, and Poster Committees to develop funding and networking opportunities for international attendees.

Local Arrangements/Media/Outreach (newly combined) – Recruits tours and other local events to be held during the meeting. Assists in publicizing the event to (specific) local groups. Helps with general publicity of the meeting to local media outlets. Locates local dignitaries to speak during the event, as needed. Secures LCD projectors and computers for use during the event. Recruits and coordinates on-site volunteers for A/V for each session, slide pre-viewing room, registration, etc. Drafts and executes media plan to publicize event, drafts and circulates announcements, arranges for media participation/coverage during event. Identifies liaisons with key related organizations and media. Designs media kit to be used during the symposium.

Posters – Updates poster solicitation, reviews submitted abstracts, edits abstracts as needed, decides on poster order, works with Michelle on communications with submitters, poster room layout and time slots.

Program – Works with steering committee to select theme, major topic areas, meeting format (sessions, receptions, breaks, events, etc.). Updates session solicitation, reviews abstract submissions, recruits session organizers for key topics, organizes plenary sessions and solicits plenary speakers, assigns time slots, works with professional coordinator to draft printed program. Monitors concurrent sessions during symposium.

Steering Committee – Selects site for meeting. Keeps track of timeline and budget. Oversees committee work. Makes final decisions when needed.

Students & Early Career Scientists – Works with Program, Finance, Awards, and Poster Committees to develop funding, presentation, and networking opportunities for students and early professionals.