

SLC OVERVIEW

<i>Chairs</i>	INTERNAL LEAD	COMMUNICATIONS CHAIR(S)	CONTENT CHAIR(S)	EVALUATION CHAIR(S)	FINANCE CHAIR(S)	LOGISTICS CHAIR(S)	RESEARCH & PRACTICE CHAIR(S)
<i>Sub-Committees</i>	INTERNAL COMMITTEE	COMMUNICATIONS COMMITTEE	CONTENT COMMITTEE	EVALUATION COMMITTEE	FINANCE COMMITTEE	LOGISTICS COMMITTEE	RESEARCH & PRACTICE COMMITTEE
<i>Volunteers</i>							

- **Chairs** coordinate the conference, and have the highest commitment level of the positions (however, each position will vary in terms of hours per week).
- **Sub-Committee** members have a lower commitment level than Chairs, but are involved throughout the conference planning process upon being hired in the early fall
- **Volunteers** are involved in the days leading up to the conference and/or the day of the conference

AVAILABLE SUB-COMMITTEE POSITIONS

Content

TIME COMMITMENT: 1-2 HOURS/WEEK, WITH DECREASING COMMITMENT AS CONTENT BECOMES FINALIZED

Description: The Content Sub-Committee will work alongside the Content Co-Chairs in generating the entire structure, format, and content of the conference. This includes: 1) Aiding in the final development of the key conference theme & sub-themes, and ensuring they are aligned and easily understood by diverse audiences; 2) Assisting with coordinating the scheduling and format of conference sessions; and 3) Curating all conference speakers, presenters, and panels.

Logistics

TIME COMMITMENT: 1-2 HOURS/WEEK, WITH INCREASING COMMITMENT (UP TO 3 HOURS) AS THE CONFERENCE APPROACHES

Description: The Logistic Sub-Committee will work alongside the Logistics Co-Chairs. Members of the Logistics Sub-Committee will be divided into groups with the following responsibilities:

1. Virtual Sub-Committee Group; Tasks include the following:
 - a. Setting up and running Zoom meetings for the online portion of the conference
 - b. Monitoring chats and emails to provide technical support/security
 - c. Support registering participants for events, coordinating signup sheets, etc

- d. Live-streaming support and uploading conference sessions once finished
 - e. Ensuring tech is working and prepped prior to sessions
- 2. Conference Liaison/Tech Support Sub-Committee Group; Tasks include the following:
 - a. Monitoring Eventbrite and updating packages for attendees
 - b. Distribution of signage
 - c. Procurement of conference materials (name tags, tablecloths, garbage bags, etc.)
 - d. Supporting other committees as necessary
- 3. Catering/Swag Sub-Committee; Tasks include the following:
 - a. Picking up swag from distributor
 - b. Putting together swag bags/conference packages
 - c. Distributing conference packages and gear as part of welcome day/other conference days
 - d. Supporting in picking up catering as needed, serving, clean up, garbage changes as needed, monitoring water station

*** All groups will be involved with training conference volunteers who will assist the Logistics team with further day-of conference tasks.