

Job Description: Conference Manager

The Association Manager will provide significant assistance to MLA Administrative Board and MLA Conference Committee in ensuring the general success of the annual conference and annual meeting. Duties include but are not limited to the following:

* Attends Conference Committee meetings to insure ongoing, timely, and accurate information is documented and disbursed. Attends bimonthly Executive Board meetings from January to June.
* Monitors progress of Conference planning tasks and ensures that schedule is maintained.
* Surveys locations and hotel accommodations for annual conference.
* Negotiates all MLA major meeting site and supplier contracts as mutually agreed.
* Assists the Conference Committee in meal, snack and beverage selection; orders all food and beverages and negotiates service and price with the facility or outside suppliers.
* Contracts for bus or van transportation if needed.
* Provides registration and site management for Annual Conference.
* Plans, coordinates and meet with Administrative Board, Conference Co-Chairs and Exhibitor Liaison for both pre and post conference debriefings.
* Works with the Conference Committee to facilitate mailing of Conference brochure in a timely manner.
* Selects printer vendor, negotiates price, and oversees the timely printing and mailing of the Conference brochure, registration forms, and signage as supplied by the Conference Committee.
* Manages all arrangements and business dealings with exhibitors.
* Oversees the management of Exhibitor Liaison and committee-selected volunteers related to exhibits.
* Maintains and updates exhibitor list for previous two years.
* Produces and mails exhibitor prospectus, including reservation forms, exhibitor information, and conference announcement; follows up as needed.
* Responds promptly to inquiries from exhibitors and potential exhibitors.
* Inputs names, assigns exhibit space and produces badges for registrants.
* Oversees the production and preparation of exhibitor packets, including evaluation forms, attendee lists, conference program, and other pertinent material as needed.
* Acts as site coordinator for exhibit space, electrical, telephone, Internet, security and other logistical requirements with hotel.
* Responds promptly to inquiries from attendees and potential attendees.
* Maintains attendee list for two previous calendar years.
* Produces labels and mail communications pertinent to the Annual Conference.
* Oversees the production and collation of attendee packet information including Conference program, evaluation forms, and other pertinent information provided by the Conference Committee.
* Produces and delivers all badges, tickets, attendee envelopes and conference signage.
* Acts as site coordinator for annual conference. Communicates and coordinates requests for meeting rooms, AV equipment, setup, food and beverage, and billing with conference site. Determines number of meals to serve in consultation with Conference Chair.
* Assigns and trains temporary volunteer help for registration desk and exhibit registration desk as required. Oversees the management of committee volunteers related to on-site registration management and exhibitor management.
* Prepares evaluation and survey forms with input from the Conference Committee and tabulates results.
* Prepares final attendance list and reports for MLA Executive Board and Conference Committee after the conference.

07/2105