Terms of Reference

Conference Planning Team

PURPOSE:
The Conference Planning Team is recruited to support the planning and implementation of the OSOT Conference. This Team provides input and advice into a variety of decisions and directions for the Conference.

FUNCTIONS:

1. To provide input and advice on conference theme.

2. To identify topics for programming and discuss how programming can meet the needs of Conference attendees.

3. To provide advice and suggestions for potential presenters and keynote speakers.

4. To make recommendations to the Manager, Professional Practice on social events, recognition activities, and innovative programming.

5. To assist and identify potential exhibitors and sponsors to enhance the conference theme and the program.

6. To assist at the Conference which may include: pre-conference arrangements, introductions and time keeping for workshops, assisting with transitions between events, etc.

REPORTING STRUCTURE:
The Conference Planning Team reports to the Manager, Professional Practice. Final decisions are made by OSOT staff with input from the Team.

MEMBERSHIP:
The Conference Planning Team is a group of 5-6 volunteers who are members of OSOT. The Conference Planning Team is chaired by OSOT's Manager, Professional Practice.

MEETINGS:
Conference Planning Team meetings are typically held by teleconference except when a face-to-face meeting is deemed more advantageous. Meetings generally occur monthly through to October with some additional meetings within a few weeks prior to the event, as required. Meetings are typically 1 hour in duration.