



Job Description

Job Description:	Conference Committee
Effective Date:	1/2020
Approved by:	APIC MN Board of Directors
Review/Revise Date:	07/2025

1. Overview

- a. To provide an annual educational conference for APIC MN and generate income which supports the primary activities of the general membership.
- b. There shall be 10-12 Conference Committee members.
- c. The committee will be led by a Chair and Vice-Chair.
- d. Vice President of APIC MN is the Conference Committee Liaison to the Board.

2. Committee Membership (see job descriptions to follow)

- a. Members must be current active members of APIC Minnesota.
 - i. Chair
 - ii. Vice-Chair
 - iii. Speaker coordinator
 - iv. Vendor coordinator
 - v. Poster coordinator
 - vi. Moderator coordinator
 - vii. Conference Site and Food coordinator
 - viii. Registration and Communications coordinator
- b. Committee roles may be shared, per discretion of the committee Chair, between 2 committee members to better distribute the workload and provide backup.
- c. Committee members must perform duties as assigned and attend meetings routinely. It is expected that committee members will attend at least 75% of the scheduled meetings. If unable to attend regularly scheduled meetings, members should follow up with the Committee Chair. The Committee Chair may ask members to step down from the Committee if they are not participating in meetings and completing assigned tasks.

3. General Committee Responsibilities

- a. Responsible to the APIC MN Board of Directors.
- b. Selecting dates for the Conference:
 - i. Consideration must be given to possible date conflicts such as state and federal holidays, school days off, and conferences for other related professional organizations (ex. microbiology, public health, sterile processing, etc.)
- c. Conference site selection
 - i. Conference sites are chosen for the upcoming year by the present Conference Committee.
 - ii. Facilities able to accommodate projected attendance and exhibitor space.
 - iii. Facilities location to be within 1 hour of the airport/ Metro area.
 - iv. Proximity to airports for accommodating National speakers with no more than one hour ground travel.



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- v. Acceptable financial profit margin, reasonable hotel accommodations with free or reasonably priced, accessible parking and site availability.
 - vi. Limited time investment for Conference Committee investigation of new site.
 - vii. Acceptable, accessible extracurricular activities for attendees utilizing overnight accommodations.
 - viii. Site must be able to accommodate at least:
 - i. Educational/conference rooms.
 - ii. Exhibitor area.
 - iii. MDH table area.
 - iv. Meals and coffee breaks.
 - v. Proximity to hotel accommodations.
 - vi. AV availability.
 - vii. Internet capability
 - d. Speaker/Topic selection
 - i. All committee members engage in finding appropriate speakers and topics for the conference.
 - ii. Communicate with the Education Committee Chairperson to avoid duplication of topics.
 - iii. Consider suggestions for topics from previous conference evaluations.
 - iv. In coordination with the Education Committee the calculation of IPU/CEU's according to CBIC criteria and the Minnesota Board of Nursing, continuing education must last at least one contact hour (60 minutes).
 - i. Every additional five minutes is one-tenth of a contact hour.
 - ii. <http://mn.gov/health-licensing-boards/nursing/licenses/continuing-ed/>
 - iii. [Microsoft Word - 2021 IPU's Criteria Chart -Website Version V4](#)
 - v. The average number of speakers with airfare expenses is dependent on budget and sponsorship.
 - i. All speakers will receive a thank you and offered an honorarium at the end of their presentation at the conference.
4. Conference Fee Reimbursements
- a. Conference Committee members receive:
 - i. Complimentary attendee registration MN Fall Conference.
 - ii. Conference Committee members receive complimentary attendee registration and accommodation for two nights, double occupancy or one-night, single occupancy for MN Fall Conference.
 - b. Minnesota Department of Health (MDH) receives up to 10 complimentary attendee registrations if applicable per grant. No complimentary conference days given instead of honorariums for speakers. Additional MDH attendees will pay a reduced cost (typically 50% reduction) to defray hotel and food costs.
5. Speaker reimbursement:
- a. Honorarium
 - i. Standard rate per hour \$350.00. If multiple speakers, honorarium is split between speakers.
 - ii. If over \$350.00, an attempt is made to acquire a sponsor.
 - iii. Rates may vary depending on the speaker's topic and level of expertise in the field.



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- iv. If a speaker declines an honorarium, the Speaker Coordinator will provide a thank you card for the speaker.
- v. Honorariums >\$600 will be reported as income to the IRS. This amount excludes reimbursement for travel and lodging expenses. Speakers need to fill out a W9 form and submit it to the Treasurer, either directly or via Conference Committee member. This form should be completed before receiving the honorarium check.
- vi. Speakers' social security number is required when the honorarium is greater than \$350.00 (IRS 1099).
- b. Accommodations
 - i. One night accommodation at the conference hotel single occupancy
 - 1. Speaker responsible for 2nd night, if used.
- c. Refreshments/Meals
 - i. APIC MN member speakers: Meals during the conference are paid for by the Committee.
 - ii. Dinner, if overnight, - Limit \$40.00 No alcohol reimbursement given.
- d. Conference attendee registration fee
 - i. APIC MN member speakers: Total conference is paid for by the Committee if member speaks for 60 minutes or greater.
 - ii. Non APIC member speakers: May attend the day of speaking, other day of conference will be non-member rates.
- e. Other Expenses (travel, mileage etc.) encourage use of Uber or Lyft.
 - i. Paid by Committee as needed, within reason.
 - ii. Coach class airfare consistent with current rates.
- f. CEUs are provided to speaker on day(s) attended excluding their own presentation.

6. Committee Chair Job Description

⌘ General Duties

- ⌘ The committee chair will represent the mission, vision, principles, and beliefs of APIC MN while serving in this role.
 - i. Committee chairs are asked to be clear in their communication if a statement made/position is taken does not represent that of APIC MN, but rather is their own opinion.
 - ii. Committee chairs are asked to not endorse a product or company on behalf of APIC MN, but express an opinion or comment based on personal experience.
- ⌘ Complete a conflict-of-interest statement at the time of appointment and update this document during the year if there are changes in status.
- ⌘ Submit your contact information and a short bio to the Secretary and Communications Director for the APIC MN Board, Committee Chairs and Appointed Representatives document and website.
- ⌘ Communicate any questions, concerns, or conflicts of interest that arise while serving in this role to the designated board of liaison for discussion and/or actions by the APIC MN Board as necessary.
- ⌘ Submit an article for News and Views at least once during the year relative to activities.
- ⌘ Give a verbal report during chapter business meetings as desired/necessary.



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- ∅ Provide a verbal report at board meetings when requested.
- ∅ Attends current year's National Conference per Policy #11: Non-grant Funding to Attend Educational Offerings.
- ∅ Attend the APIC National Conference during the third year of term.
 - ∅ Attempts should be made to arrive prior to APIC business meetings (i.e. arrive Saturday night or early Sunday morning prior to the start of Chapter Leader).
 - ∅ Review, at least annually, the APIC MN website for content pertaining to your role on a committee or on the Board. If you wish to make changes to the website, provide your committee's Board liaison with a copy of these changes.
 - ∅ Become familiar with the APIC MN Policies (see APIC MN website).
- ∅ Specific Duties
 - ∅ Serves as head of the Conference Committee.
 - ∅ Mentors the Vice-Chair.
 - ∅ Monitors conference@apicmn.org email box. Co-chair will also have access to inbox and will coordinate inbox coverage with chair.
 - ∅ Receives requests for membership to the committee from interested members and offers a position on the committee as available. If there is no opening on the committee at the time, offers to hold their name until a space becomes available.
 - ∅ Works in coordination with the APIC MN Treasurer to keep accurate records of income and expenditure related to the conference. The Chair shall not have independent or sole decision-making ability regarding conference finances.
 - ∅ Assists the committee on determining the next conference site, if necessary.
 - i. If a new conference site must be selected, present it to the Board for approval.
 - ∅ Reviews job description annually and updates as needed.
 - ∅ Before annual conference:
 - i. Schedules all Conference Committee meetings.
 - ii. Submits a completed conference budget for the ensuing year to the current Treasurer before the December meeting.
 - iii. Develops the agenda for all meetings.
 - iv. Directs the committee so all facets of the conference are completed in an organized and timely manner.
 - 1. Keeps meetings on task
 - 2. Reviews timeline
 - v. Develops conference schedule Arranges for liability insurance with National APIC.
 - 1. In July or at least two months before the conference, contact the Treasurer to apply for insurance.
 - vi. Coordinate with Treasurer for speaker honorariums.
 - 1. This allows time for checks to be made out prior to conference, so they can be included in the thank you cards.
 - ∅ During annual conference



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- i. Gives instruction and guidance during the conference to all attendees.
 - 1. Welcome/opening announcements
 - a. Reminders/housekeeping rules – cell phone/pager use, bathrooms, prize drawings, etc.
 - 2. Closing remarks.
- ∅ After annual conference:
 - i. Coordinate with Treasurer to ensure signed expenditure vouchers are submitted for reimbursement as needed.
 - ∅ Submits a conference report to the President by the December meeting. This report will be included under the committee's annual reports in the News and Views.
 - i. Number of APIC and Non-APIC member attending
 - ii. Areas of attendees' employment represented
 - iii. Expenditures and income
 - iv. Other information as appropriate, such as committee annual report
 - ∅ Forwards needed materials onto incoming Chairperson.

7. Co- Chair Job Description

- a. Assumes the responsibility of the Chairperson, if necessary.
- b. Takes over the position of Chair the ensuing year.
- c. Works with Education Committee Chairperson to avoid duplication of topics.
- d. Attends Board meetings with the Chair.
- e. Records minutes from committee meetings or coordinates with other committee members to ensure minutes/notes are recorded.
- f. Coordinates evening receptions with sponsoring Vendors.
- g. Creates and emails post conference attendee survey to attendees.
- h. Creates and emails CEU certificates to attendees after survey completion.

8. Speaker Coordinator Job Description

- a. All Committee members will assist the Speaker Coordinator in identifying potential speakers.
- b. Contacts speaker to express interest in presenting at conference.
- c. Confirms date and time of session.
- d. Discusses objectives for session.
- e. Review session to determine APIC competency domain.
- f. Forwards contact information to Committee Chair.
- g. Ensures speaker completes:
 - i. [APIC MN Fall Conference Speaker Form](#)
 - ii. W9 form when applicable
- h. Greet the speakers at conference and introduce to session moderator.
- i. Escorts speaker to breakfast/lunch, if applicable.
- j. Writes thank you card and provides honorarium check, if applicable, after session.
- k. After the conference, sends speaker evaluation feedback from attendees.
- l. If speaker expenses are covered by the committee, Conference chair will send speaker Expense Voucher request onto Treasurer for reimbursement.

9. Vendor Coordinator Job Description



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- a. Review the list of vendors from previous years, making corrections to names and/or company as necessary.
 - b. Seek new vendors from committee members and other sources.
 - c. Review sponsorship forms on the website and make adjustments as necessary.
 - d. Ensure Vendors provide or are provided with:
 - i. Exhibitor day and times
 - ii. Table needs (size, skirting)
 - iii. Electrical needs
 - iv. Internet needs
 - v. Conference Program schedule
 - vi. Lunch information
 - vii. APIC tax number
 - viii. Attendee list
 - e. Ensure vendor list is available to attendees.
 - f. Review vendor layout:
 - i. Ensure competing vendors are not placed next to each other.
 - ii. Sponsorship levels have prime table locations.
 - g. Recommended Timeline:
 - i. March/April: Send a save the date to all vendors.
 - ii. May/June: Send invitation/sponsorship letter to all possible vendors.
 - iii. July
 1. Early June resend the invitation/ sponsorship form link to all vendors that have not responded.
 2. Send reminder to those vendors that have not sent in sponsorship registration.
 3. Ensure vendors have received conference details that includes a Thank you to all sponsoring vendors through APIC MN communication platform.
 - iv. August
 1. Send final reminder to those vendors that have not submitted sponsorship registration.
 2. Late July Liaison will follow up with personal call or email to vendors that have not responded.
 - v. September
 1. Finalize exhibitor needs and lunch needs.
 2. Finalize exhibitor layout arrangement.
10. Poster Coordinator Job Description
- a. Coordinate annual conference advertising including poster presentations by creating and sending of Save the Date announcements and by recruiting poster presentations through the News and Views, announcements at monthly APIC MN meetings, and one-on-one communication.
 - b. Review Poster confirmation/thank you letter to include:
 - i. Information regarding Abstract needs/samples
 - ii. Abstract deadline date
 - iii. Abstracts will be posted on APIC Website
 - iv. Poster will be displayed at conference
 - v. Date and time of poster presentation sessions at conference and expectations



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- c. Work with Conference site arranger for poster display area and wall hanging needs.
- d. Give Thank you card to all poster presenters.
- e. Recommended Timeline:
 - i. December: Design advertisements for Save the Date and Poster presentations.
 - ii. January: Start placing advertising in News and Views monthly.
 - iii. March: Announce the need for poster presenters at the meeting.
 - iv. April: Contact confirmed poster presenters for abstract needs.
 - v. May: Contact Louise Krisko winner for poster submission requirement.
 - vi. August/Sept:
 - 1. Abstract Deadline on the 1st.
 - vii. During annual conference:
 - 1. Meet Poster presenters on arrival and hang posters.
 - 2. Write out Thank You's to all participants and give to poster presenters.
 - viii. After conference
 - 1. Coordinate posting of abstracts to APIC MN website.

11. Moderator Coordinator Job Description

- a. Contact current Board Members and Committee Chairs or Appointed Liaisons to ask for Moderators.
- b. Obtain Speaker form information to compile needed info for Moderator to introduce speaker.
 - i. Review speaker curriculum vitae summary to include:
 - 1. Speaker name
 - 2. Where speaker is from
 - 3. Current job/position history applicable to presentation
 - 4. APIC member/position if applicable
 - 5. APIC competency domain
- c. Assign Moderators to sessions/speakers.
- d. Send email to Moderators to include the following:
 - i. Job description.
 - ii. Copy of the program
 - iii. Speaker assignment
 - iv. Copy of their speaker's curriculum vitae summary
- e. During the Conference:
 - i. Place a Reserve for Moderator sign at a table in the front of the lectern for moderators.
 - ii. Place time remaining (10, 5 and 0 minute) signage for moderators at reserved table location.
 - iii. Meet with the moderators to familiarize them with the conference site to aid them in performing their particular job.
 - iv. Review AV with moderators.
- f. After the conference send thank you notes to all moderators.
- g. Moderator Job Description (See Appendix A).

12. Conference Site and, Hotel coordinator, and Food coordinator (recommended roles to be performed by two conference committee members)



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- a. Coordinate happenings of the conference with the venue site, hotel, and caterer.
 - i. It is assumed and expected that if more than one person is performing this role, they will coordinate with each other and report updates to the Chair and/or Co-Chair.
- b. Pick Conference hotel and create a room block for attendees.
- c. When looking for a new location for the conference and in preparation for a new contract, meet with the conference site manager to:
- d. Discuss Items #1-11 below must be discussed prior to having the conference site manager prepare a contract.
- e. Discuss the contract with Conference Chair and Co-Chair and forward to the BOD (e.g., Treasurer) for their approval and signature.
- f. If a new site and a contract is required, the contract needs to be reviewed by the National APIC attorney.
- g. If a contract is required, send a new copy of the contract to the Conference Chair, APIC MN Treasurer, and APIC MN Secretary. Signature of contract falls to APIC MN BOD.
 1. General information: Background about APIC MN; projected audience; length of conference; date options.
 2. Flow of program: Times in session; speakers; breaks; lunch; reception; vendors (bring a copy of last year's conference brochure).
 3. Space availability: Classroom style seating capacity; concurrent session needs; meeting room(s) for Conference Committee/other groups (e.g. The Board, Nominating Committee); vendors tables; poster presentations. Address any cost of meeting rooms, vendor equipment (e.g. tables, electrical outlets), poster supplies (e.g. easels, bulletin boards, Velcro).
 4. Food: Continental breakfast, lunch, break, vendor options, and reception options; ; how special requests are handled.
 5. Overnight lodging: Online reservation availability; volume of rooms to fill to meet contract, if required; special rates for attendees extending their stay; how to obtain current reservation activity; contact person for reserving rooms for committee and speakers.
 6. AV needs: Onsite AV equipment; onsite AV manager and their availability during conference; cost of equipment and AV manager's time; layout of general session and breakout rooms with respect to:
 7. Size/number of screens, microphones, laptops, LCDs, splitters, podiums, risers, laser pointers, and any other special requirements (e.g. chairs/tables on riser, types of microphones, extra audio speakers, no additional cost to have outside vendor provide AV needs.
 8. Travel: Transportation to and from airport to hotel; availability of transportation to and from points of interest near the conference site.



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9. Shipping materials to conference site to be coordinated with conference site contact.
 10. Any fee for other activities.
 11. Potential damages to APIC MN if we don't meet contract requirements.
- h. 6 weeks before the annual conference
- i. Select menus (discuss choices with site manager or chef if want to make changes to menu).
 - ii. Keep track of the number of meals for speakers and vendors.
 - iii. Coordinate with Treasurer to secure lodging reservations for speakers and Conference Committee
 - iv. Check online for number of room reservations.
 - v. Work with Chair, Co-Chair, and Vendor Coordinator to create the staging guide.
- i. Up to 3 days prior to the annual conference:
- i. Work with the catering company to finalize food count for breakfast, breaks, and lunch for each day and special food/dietary needs. Monitor volume of overnight stays reserved. Confirm reservations for speakers and Conference Committee.
 - ii. Finalize any changes in AV needs with Media Vendor, meeting room requests to site manager.
 - iii. Confirm vendor table arrangements, reception arrangements.
 - iv. Confirm AV needs with facility and Media Vendor.
- j. Night before the annual conference:
- i. Meet the catering team, AV manager, site manager personnel and confirm understanding of needs. Get contact phone numbers.
 - ii. Do a walk-through of the conference site with the site manager to visualize set up, confirm location of screens, seating, registration table, vendor tables, poster locations, buffet tables.
 - iii. Confirm laptops and laser pointers are onsite.
 - iv. Make sure the poster boards, message boards and easels are present.
 - v. Reserve two tables in the back of the room for conference committee members.
 - vi. Badges
- k. During the annual conference:
- i. Walk through the space regularly to consider the following:
 1. There is adequate space for poster presentations.
 2. There is enough food and beverages.
 3. There is water on tables in the ballroom.
 4. Vendors are settled.
 5. The Conference Committee has what they need.



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6. Enough seats are available for attendees. Rooms are not too cold or hot.
7. Lighting is adequate.
8. Signage is in place for concurrent sessions.
- I. After the annual conference:
 - i. Meet with the site manager to give a final goodbye and confirm next year's dates, if applicable.
 - ii. Check the bill. Do a breakdown by category to put into the budget for comparison.
 1. Send it to the Conference Chair to sign and send it to the Treasurer to pay.
 - m. Assist with budget proposals.
13. Registration and Communications Coordinator
 - a. Review website and email content for the Conference.
 - b. Work with APIC MN Communications Director on edits to Conferences website, sending of emails, and communicating via APIC MN's social media accounts.
 - c. Work with APIC MN Vice President and Treasurer on setting the years conference pricing and registration timelines.
 - d. Work with APIC MN Vice President and Treasurer on setting up conference registration on the website.
 - e. Ensure name badge supplies and badge ribbons are purchased for conference.
 - f. Day before Conference print and assemble name badges.
 - g. Create a timeline to be reviewed by Conference Committee mapping out marketing and registration dates.
14. Liaison Expectations to Committee and Appointed Representatives
 - a. The board is to provide vision, guidance, and policy to ensure committees and members representing APIC MN comply with the direction from the board.
 - b. The APIC MN Vice President, APIC MN President, and APIC MN Treasurer will be ad hoc members of the Conference Committee and attend Conference Committee meetings as able or when requested.

Appendix A

Moderator Job Description

1. Greet the speaker when he/she arrives with Conference Committee Speaker Contact and if needed remain with the speaker until his/her session and assure their comfort.
2. Escort the speaker to the lectern and orient them to the microphones, pointer, etc. Ask the AV personnel for assistance.



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3. Inform the speaker to allow 10 minutes at the end of the session for the question/answer period. That you as moderator will approach lectern when time is up and have speaker remain at the lectern.
4. Keep on scheduled timing of presentation.
5. Have a timer/watch available to keep time.
6. Introduce yourself and your role within APIC MN.
7. Introduce the speaker using their curriculum vitae summary. Items to include are:
 - a. Speaker name
 - b. Where he/she is they are from
 - c. Current job/position
 - d. APIC member/position if applicable
 - e. Special training in the area of the topic, etc.
 - f. Which domain of the APIC Competency Model the talk addresses
8. Monitor time carefully to allow for the 10-minute question/answer period.
9. Use signage to inform the speaker when they have 10, 5, or 0 minutes left to speak and politely approach the lectern when time is up. Do not allow the speaker to go over the time allotted. If the speaker is unable to start on time due to the previous session, allow speaker to speak the allotted time. I.e. if the speaker has a 50-minute presentation, let them speak for 50 minutes, taking the time away from question/answer time.
10. At the end of the talk, (50 minutes or as scheduled) ask the attendees to ask questions by going to the microphone and please state your name and where they are from.
11. After the Q&A, the moderator will thank the speaker and give a round of applause before leaving the lectern.