

AIRSTREAM CLUB INTERNATIONAL RALLY COMMITTEE JOB DESCRIPTION

COMMITTEE NAME: Presentations Facilitator **COMMITTEE #:** 159
RESPONSIBLE TO: Kristy Yonyon, Rally Planning Team Member/
ACI Communications & Marketing Manager
EFFECTIVE DATE: November 2023

RESPONSIBILITY:

Oversee presentations at the rally; inform Rally Planning Team of changes to the schedule. Recruit committee members to oversee presentations and count and record attendance for all venues. Work with AV Committee to resolve equipment issues.

COORDINATES WITH:

Rally Management, Presentations Coordinator, Audio-Visual – Presentations, Audio Video – Main Stage, Tables and Chairs, Communications Director

SPACE ARRANGEMENT:

Rally management will have assigned spaces for presentations.

EQUIPMENT NEEDED:

Computer for printing schedules. Use Copy Center printer for printing daily schedules for each presentation room.

SUPPLIES NEEDED:

Clear acrylic sign holders or similar for posting daily schedules. Use Command Strips for hanging so as not to damage walls.
Club office will supply paper, sign holders and Command Strips.

COMMITTEE REPORTS:

Provide the Rally Committee final report to Copy Center by day before end of rally.

GENERAL OPERATING PROCEDURES:

1. Recruit committee members to act as Room Monitors for each venue. A Room Monitor should be assigned to each concurrent session between 9 a.m.-4 p.m. Sun-Thurs. The Room Monitor counts the number of attendees, reminds the audience to fill out evaluations (and is available to troubleshoot those with challenges navigating the event app). Room Monitors should notify the Presentation Coordinator, Audio-Visual Chair, or Rally Planning Team Liaison if there is a problem at the venue. Room Monitors ensure that problems are addressed quickly.
2. Approximately two months prior to the Rally, contact Rally Management to get a copy of the schedule and map of the rally site. Become familiar with the schedule for presentations and the location of the venues.
3. Using the rally program, prepare a schedule for each venue for each day listing the dates and times of the presentations scheduled for that venue.
4. Attend the meeting where the Rally Planning Team Liaison will go over AV requirements, address any technical issues and confirm room assignments with all presenters. Presenters will be asked to bring computers, cords, and other devices they will be using for their presentations.
5. Schedule a meeting for all committee members acting as Room Monitors to review on-site duties and procedures ahead of first presentation taking place.

6. Be sure each venue has the schedule of the events taking place at that venue posted. Even though everyone has a rally program, they don't carry it and often just wander to the venues to see "what's playing."
7. Room monitors should remind the audience where to find digital evaluations (on the event app) for each presentation before the speaker goes on and again at the end of the presentation. Hard copies will also be available in the Welcome Area.
8. Room Monitors should count and record the number attending each presentation. These counts should be reported to the Presentations Facilitator, and with a final summary of all totals provided to the Rally Planning Team Liaison. These counts will be used to determine interest in the presentation topic and appropriateness of venue size for future rallies.
9. Work with Rally Management on any changes to venues and times as well as cancellations of presentations. Communications Manager will send notifications to rally attendees and inform Member Services. Update the schedules for the venues as needed.
10. Work closely with the chairperson of the following committees: Audio-Visual, Stage Manager and Tables & Chairs. A good knowledge of audio-visual technology is useful for this position. Major presentations assigned to the Main Stage will have different AV guidelines than those in smaller venues.
11. You'll be "on call" throughout the rally for presentations issues. Your committee members will alert you to problems as they crop up, your liaison on the Rally Planning Team is your on-site back up/runner so you aren't continuously tied down.
12. Room monitors should read each presenter's bio as an introduction to prior to each presentation. It helps to know if the presenter is a club member, exhibitor or outsider.
13. Room monitors should thank each presenter for their sharing their time and talents.
14. Work with the Rally Volunteer Chair to ensure each volunteer on your committee receives their Rally volunteer tshirt.
15. Assist with review of presenters' attachments and suggest improvements where slide decks are not legible
16. Help recruit quality presenters and encourage members and Subject Matter Experts to respond to the Call for Presentations