

# ARSC

## Conference Committee Description

### 1 Committee Type

The Conference Committee is a Standing Committee of ARSC.

### 2 Mission

The Conference Committee's mission is to plan and produce ARSC's annual conference.

### 3 Objectives

Conference planning and management objectives shall be defined with stakeholders in mind.

For attendees and presenters, the Conference Committee should aim to deliver a conference experience that is welcoming, collegial, inclusive, informative, and an excellent opportunity for personal and professional development.

For sponsors, exhibitors, and advertisers, the Conference Committee shall facilitate promotion, messaging, advertising, exhibition, networking, and recognition.

Overall, the Conference Committee shall encourage the achievement of objectives relevant to ARSC's mission in preparing and producing the conference, including the advancement of recorded sound preservation and study.

### 4 Functions

The Conference Committee shall:

- Investigate and propose to the board possible locations and host facilities for the annual conference.
- Negotiate and present to the board for review and approval contract(s) with a host facility for annual conference.
- Negotiate and present to the board for review and approval contracts with AV service providers.
- Solicit and facilitate the support and participation of advertisers, sponsors, exhibitors.
- Promote the conference in collaboration with relevant ARSC committees, including Outreach and Online Media.
- Write and submit a *Conference Committee Report* prior to each regular ARSC Board Meeting (Spring and Fall).
- Work with the ARSC Web Manager to maintain and update the committee and conference webpages as necessary.
- Update the *Conference Committee Description* as needed.

### 5 Effort

The Conference Committee may expect to exert the following effort, annually:

- Research conference locations, hotels, and hosts, with assistance of conference broker (create a RFP, investigate, and propose possible locations for the annual ARSC conference): 25 to 30 hours.

# **ARSC**

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- Negotiate hotel contracts: (work independently or with a hotel broker to negotiate hotel room and catering contracts): 10 to 25 hours.
- Secure conference AV services: (Create and sent out an RFP to appropriate AV services for the annual ARSC conference, negotiate contracts for services): 10 to 25 hours.
- Committee Chair: committee management (appoint members, communicate with members, write and submit reports, update webpage): 3 to 6 hours.

## **6 Budget**

The Conference Committee shall submit any annual Committee Budget Requests (for the following calendar year) to the ARSC Board, prior to the Fall Board Meeting.