

EDUCATION OPPORTUNITIES

PROGRAMS COMMITTEE

The programs chair executes all logistics for educational luncheons.

Role:

Program Chair

Responsible for all logistics pertaining to the educational luncheons, workshops, and niche events including site visits, detailing AV requests with annual sponsor, food and beverage, room setup and décor. Most Program Chairs coordinate one or two programs per year (or more if they choose). This person works hand-in-hand with the Speaker Chair.

Time Commitment

6 hours per event (Onsite) + 2-4 hours per month (Remote)

Onsite / Remote:

Remote for research and communication with venues. Site visits to potential and contracted venues. Onsite day of event.

PROGRAMS COMMITTEE

The speaker chair researches topics and secures speakers for MPI Georgia educational programs who are not only dynamic presenters but also provide relevant and useful educational experiences for all member levels. All MPI Georgia educational programs must be approved by the Events Industry Council (EIC). The speaker chair manages travel, expense reimbursement, speaker fees, and contracts. The speaker chair oversees the speaker logistics manager.

Role:

Speaker Chair

Reports to VP of Education and manages speaker research and placement.

Time Commitment

2-4 hours per event

Onsite / Remote:

Remote

PROGRAMS COMMITTEE

The speaker logistics manager handles on-site speaker management the day of the event, including rehearsals, air travel, hotel accommodations, ground transportation, etc.

Role:

Speaker Logistics Managers

serve as single points of contact for their assigned speaker(s) after a speaker is contracted for a specific program.

Time Commitment

6 hours per event (onsite) + 4 hours (remote)

Onsite / Remote:

Remote and onsite day of event

PROGRAMS COMMITTEE

The presentation manager creates and edits the program PowerPoint and run of show. They also submit to the programs chair for the appropriate approvals. The presentation manager reports to the programs chair.

Role:

Presentation Manager

Responsible for collecting information and formatting PowerPoint presentation for educational programs. Also responsible for preparing and distributing the run of show (ROS).

Time Commitment

6 hours per event (onsite) + 8 hours (remote)

Onsite / Remote:

Remote and onsite day of event