

MnIPS Program Committee Process and Activities

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Arranging for presentations

Arranging for presentations is an incremental process in roughly three steps. First, someone must locate a presenter who is willing to present a topic of relevance to our members at the meeting time. Then publicity must be created so that members and other interested parties can plan to attend. Finally, the presentation itself must be supported. There are key issues at each step:

1. When locating a presenter, be sure to communicate clearly about the date and time of the meeting, the meeting format, the number of people likely to attend, and any compensation, including reimbursement for expenses. You need a provisional title for the presentation and the presenter's commitment to work with the organization to make the presentation work. This phase often requires some give-and-take to match the presenter's ideas and interests to those of the organization. Do not be surprised if you have to suggest or edit the title. Ideally, this step takes place six months before the presentation so there can be some advance listing.
2. When creating publicity, you typically need a description of the topic and a description of the presenter. It is not unusual for the title of the presentation to change at this time. Remember that the purpose of the publicity (which includes the title) is to convince people to attend. Concentrate on "what is interesting", which may be different from an outline of the presentation or a chronological description of the presenter's background. It is often a good starting point to try to describe what an attendee will get from the presentation. Ask if the presenter has images (photos or drawings) or website references that may help publicity. Many presenters do not understand publicity, so be prepared to help. Some presenters will have hardly started to think about their presentation until this point, so be prepared to help. Make sure you have good records what was agreed in step 1. Ideally, this step takes place three months before the presentation.
3. Supporting the presentation involves lots of details listed in the approximate order they should be tackled under 'Preparing for the Meeting and Presentation' section below. These items need attention from 'as soon as possible' before the presentation to thirty days after the presentation. Keep in contact with the speaker; they have been known to forget or have conflicts come up.

Preparing for the Meeting and Presentation

Understand past/current speaker relationship to ours or other organizations. If the speaker belongs to other organizations check out any pertinent WEB sites. Meeting with a speaker for lunch is best and establishes a relationship with them, but communicate in whatever form is easiest and most comfortable.

Below is a table containing a task list to be done for each event:

Task	Due
Confirm speaker participation – Send speaker a sample bio and topic write-up, confirm date/time/location	ASAP
Inform Program Chair and Newsletter Editor (for advance marketing) of speaker confirmation	ASAP
If speaker is from out of town determine transportation and lodging needs	ASAP
Offer speaker the opportunity to attend a MnIPS meeting prior to their speaking date	10 and/or 5 weeks prior to speaking date

Facilitate getting the speaker Bio and Topic write-up to the Newsletter Editor, the Webmaster and the Arrangements Chair.	See below sections regarding Write-ups and Timeline .
Forward a copy of the newsletter to the speaker	When first available
Find out any AV or display needs from speaker and inform Arrangements person. <ul style="list-style-type: none"> • Verify projector is compatible with laptop, if used. • Table outside meeting room for handouts, brochures, pre-questionnaires, etc. (May require someone to make sure audience gets questionnaires and collect them again. • Table inside meeting room. Make sure the speaker gets setup properly, table is placed properly, projector works, etc. Order flip chart, white board, etc. as necessary.	1 week prior to speaking
Determine a meal choice for the speaker sending information to Arrangements person for seat and meal reservation.	1 week prior to speaking
Confirm any last minute details with the speaker	1 week prior to speaking
Determine if handouts will be provided or if copies need to be made <ul style="list-style-type: none"> • Ask Arrangements person how many copies are needed 	1 day before speaking date
Handle honorarium or fee, if necessary	By speaking date
Hand out, or place on table, forms for feedback and collect them again after the meeting.	
Entertain and introduce the speaker at the meeting	
Pass on feedback results and a thank-you note to the speaker	When results are available – usually within 30 days

Write-ups

Look at <http://www.mnips.org/doc/events.html> for examples of meeting write-ups.

The abstract, about the presentation, should be one or two short paragraphs; two or three sentences each.

The bio should be two to three paragraphs and include:

- Speaker and speakers company
- What the company does
- Speaker's role within the company and their background.

Joint sessions with another group may need special attention as it may change audience composition, etc.

Timeline

Website –

At the absolute latest, the bio and abstract and any other items (images) should be ready to be published on the WEB site the day after the previous months meeting. Information should be sent to the Webmaster by the program person for publishing. The Webmaster encourages publishing write-ups several months in advance.

After initial website publishing, agreed changes between the program committee and the speaker submitted in a coherent form will be posted at the website. Posting of changes received from someone other than the program person may be delayed while the Webmaster gets an OK (this is discretionary - misspellings or minor modifications will be corrected.)

The Webmaster is not responsible for rewriting any information that is incomplete or incoherent.

The presentation should be ready to be placed on the WEB site the day after the meeting at the latest. You can also provide a link to another site or an email address where someone can request it.

Newsletter –

The bio and abstract should be submitted to the Newsletter by the 25th of the month previous to the month it will be published. Submissions should be in electronic form. A Word document is preferred but can be in the body of an email.