

ATESL hosts an annual conference alternating venues between Calgary and Edmonton. For each conference, two co-chairs are selected to organize the conference and coordinate the conference planning committee.

The Conference Co-Chairs duties are listed below.

- to select a conference theme;
- to select a conference logo-subject to ATESL Board approval
- to promote the conference at opportune times-including the use of Social Media and the ATESL website
- to recruit and appoint chairs for the conference committees, including but not limited to:
 - Publicity
 - Publishers
 - Sponsorship-*in coordination with ATESL President Chain*
 - Hospitality
 - Program
 - Publishers/Exhibitors
 - Facilities
 - Treasurer
 - Registration
- to assist with volunteer recruitment for the committees as outlined above
- act as point person for all committees and committee chairs
- hold and chair monthly conference planning committee meetings
- to maintain regular communication with the committee chairs, ATESL Board, and ATESL staff including the scheduling of regular meetings and attending ATESL Board meetings
- to provide support to the committee chairs when required, up until each committee has submitted its final report to the co-chairs;
- to supervise preparations for the conference in accordance with the committee guidelines
- coordinate committee reports
- to develop a conference budget, including recommended registration fees-subject to Board approval
 - anything requiring signing authority must be signed by ATESL President
- select a registration provider in consultation with the ATESL Board
- to work in concert with ATESL staff on conference-related issues
- to submit receipts for reimbursement of pre-approved conference-related expenses
- to keep and manage records pertinent to the conference
- to submit timely reports to the ATESL board of directors for monthly Board meetings
- to supervise and troubleshoot during the conference itself
- to provide and distribute a *Conference Evaluation* form
- to organize a dinner or other event to thank the committee members after the conference
- to write letters of appreciation to major donors/sponsors in conjunction with Sponsorship Committee and ATESL Presidential Chain

- to write and submit to the ATESL board a final report, including recommendations for future conferences
- to accept as full payment for the above noted responsibilities, \$3,000 in honoraria