Interdisciplinary Biological Sciences Symposium

Co-Directors/General Chair Standard Operating Procedures

THE ROLES OF THE CO-DIRECTORS AND THE GENERAL CHAIR ARE TO ENSURE THAT THE DETAILS OUTLINED IN THE CALENDAR ARE FOLLOWED BY THE COMMITTEE CHAIRS, GUARANTEEING A WELL-REGARDED SYMPOSIUM WITH MINIMAL ISSUES.

To become a co-chair, you should be in your second or beyond in your program, preferably have completed your prelims, and have either served as a committee chair or been a highly active committee member in previous symposiums. This is an important role, and you need to take it seriously.

Additional Responsibilities:

- **Leadership: You will be responsible for guiding the committee and ensuring tasks are completed on time.**
- **Communication: Regularly update members on progress and coordinate meetings.**
- **Problem-Solving: Address any issues that arise and find solutions to keep the symposium on track.**
- **Collaboration: Work closely with other co-chairs, general chair and committee members to ensure a successful event.**

PLEASE NOTE THE MAJORITY OF ITEMS BELOW ARE FOR YOU TO OVERSEE AND THE COMMITTEE SHOULD HANDLE THE TASKS.

CALENDAR

Detailed calendar for planning the Interdisciplinary Biological Sciences Symposium, including key milestones and tasks:

12 Months Before the Symposium (April – right before or after previous symposium):

- **Set Date**: Confirm the date for the symposium, ensuring no conflicts with other major events
- **Venue Booking**: Secure the venue for the symposium. **NEEDS TO BE REQUESTED EXACTLY ONE YEAR BEFORE DATES DETERMINED.**
- **Determine Co-directors and which committee they will oversee.**

6-8 Months Before the Symposium (August/September/October):

- **Define Objectives**: Establish the main goals and objectives of the symposium.
- **Budget Planning**: Develop a detailed budget, including potential funding sources. Compare expenses for previous symposiums for what is a sure thing, can skip or should add.
- **Form Committees**: Assemble organizing committees and assign roles.
- **Invite Keynote Speakers**: Identify and invite keynote speakers.
- **Develop Program**: Outline the symposium schedule, including sessions, and networking events.
- **Marketing Plan**: Create a marketing strategy to promote the symposium.
- **Sponsorship and Partnerships**: Reach out to potential sponsors and partners

5 Months Before the Symposium (November):

- **Call for Abstracts**: Announce the call for abstracts and set submission deadlines.
- **Website Launch**: Create and launch the symposium website with registration details.

1 - 2 Months Before the Symposium (February/March):

- **Review Abstracts**: Review and select abstracts for presentations and poster sessions.
- **Finalize Program**: Confirm the symposium schedule and notify speakers.
- **Promote Event**: Intensify promotional efforts through social media, email campaigns, and event listings.
- **Registration**: Open registration for participants
- **Logistics Planning**: Start planning logistics, including AV equipment, catering, and accommodation for speakers
- **Order Materials**: Order necessary materials such as name badges, programs, and signage.

1 Month Before the Symposium (March):

- **Confirm Logistics**: Finalize all logistical arrangements, including transportation and catering.
- **Volunteer Coordination**: Recruit and train volunteers for on-site support

Three Weeks Before the Symposium (directly after Spring break):

- **Participant Communication**: Send final details and reminders to participants, speakers and request for registration
- **Finalize Details**: Ensure all final details are in place and ready for the event
- **Volunteers**: Request for volunteers to help do SWAG bags, timekeepers and registration desk

ONE - TWO WEEKS BEFORE THE SYMPOSIUM:

By focusing on these tasks, will ensure that everything is in place for a successful symposium.
Here are some key tasks to focus on:

Email Speakers (Speaker committee):
- Responsibilities: Send detailed schedules to all speakers.
- Tasks: Include specific times, locations, and any last-minute instructions

Participant Information (Registration Committee):
- Responsibilities: Provide registered participants with essential information.
- Tasks: Send emails with maps, registration times, and any other relevant details

Session Chairs/Introducers:
- Responsibilities: Inform session chairs and introducers about their roles.
- Tasks: Include the time of their session, CVs of presenters, and any other necessary information

Confirm Arrangements:
- Responsibilities: Double-check all logistical arrangements.
- Tasks: Confirm room reservations, catering, AV equipment, and any special requirements

Prepare Materials:
- Responsibilities: Ensure all materials are ready for the symposium.
- Tasks: Assemble name tags, registration lists, and any printed programs or signage

Volunteer Coordination:
- Responsibilities: Brief volunteers on their roles and responsibilities.
- Tasks: Hold a meeting to go over tasks, schedules, and any last-minute instructions
    - Timekeepers, registration desk, etc.

Social Media Updates (Social Committee):
- Responsibilities: Keep participants engaged and informed.
- Tasks: Post updates and reminders on social media platforms

Final Reminders:
- Responsibilities: Send final reminders to all participants.
- Tasks: Include important details such as registration times, venue information, and any last-minute changes

During the Symposium:
- On-Site Management: Oversee the smooth execution of the event, addressing any issues that arise.
- Participant Engagement: Facilitate networking and engagement among participants

Post-Symposium (within two weeks):
- Feedback Collection: Gather feedback from participants and committee members.
- Financial Reporting: Prepare final financial reports and reconcile the budget.
- Evaluation and Debrief: Conduct a debrief meeting to evaluate the success of the symposium and identify areas for improvement

CO-DIRECTORS RESPONSIBILITIES (in collaboration with the general chair and committee chairs)

1. **Committee Oversight**: Supervising different committees such as AV/IT, Food, Marketing/Social, Abstracts, Judges/Award Process, Registration, and Speakers. Working closely with committee chairs to ensure all details are followed and the symposium runs smoothly.

   Tasks: Ensuring each committee is on track, providing guidance, and facilitating communication among committees

2. **Coordination**: Ensuring effective communication and coordination among all committees to keep the planning process on track.

   Tasks: Scheduling regular meetings, distributing agendas, and maintaining clear communication channels

3. **Budget Management**: Overseeing the budget and ensuring that all expenses are within the allocated funds.

   Tasks: Monitoring expenses, approving expenditures, and preparing financial reports

4. **Program Development**: Working on the symposium schedule, including keynote speakers, oral presentations, and poster sessions

   Tasks: Coordinating with speakers, organizing sessions, and ensuring a balanced agenda

5. **Logistics**: Managing the logistics of the event, including venue arrangements, equipment setup, and catering.

   Tasks: Coordinating with the venue, arranging transportation, and ensuring all logistical needs are met

6. **Promotion**: Promoting the symposium through various channels to attract participants and ensure a successful turnout.

   Tasks: Creating marketing materials, managing social media accounts, and engaging with potential participants

7. **Detail Management:** Ensuring all aspects of the symposium are meticulously planned and executed to avoid any issues.

   Tasks: Creating detailed schedules and checklists, monitoring progress and addressing any discrepancies, coordinating with various teams to ensure all details are covered.

8. **Hosting Duties:** Managing the responsibilities of hosting the symposium, including welcoming attendees and facilitating sessions.

   Tasks: Greeting and registering participants, introducing speakers and sessions, ensuring smooth transitions between sessions, addressing any immediate concerns or questions from attendees.

9. **Post-Symposium:** Handling tasks after the symposium to wrap up the event and gather feedback.

   Tasks: Collecting feedback from attendees and speakers, sending thank-you notes to participants and sponsors, compiling and distributing post-event materials (e.g., recordings, summaries), evaluating the event's success and identifying areas for improvement.

COMMITTEE OVERSIGHT

Committee oversight involves supervising various committees to ensure the smooth organization and execution of the symposium. Here are some key aspects of committee oversight:

AV/IT Committee:

- **Responsibilities:** Managing audio-visual equipment, ensuring proper setup for presentations, and troubleshooting technical issues.
- **Tasks:** Coordinating with the venue for equipment needs, setting up projectors, microphones, and ensuring internet connectivity

Food Committee:

- **Responsibilities:** Organizing catering services, managing food and beverage arrangements, and ensuring dietary requirements are met.
- Tasks: Selecting menus, coordinating with caterers, and overseeing meal service during the event

Fundraising Committee

- **Responsibilities**: develop and execute a fundraising strategy to support symposium expenses (e.g., SWAG, speaker honorariums, catering), identify and reach out to potential sponsors, donors, and partners, maintain records of donations and sponsorships, ensure proper acknowledgment and recognition of sponsors, collaborate with other committees to align fundraising goals with event needs
- **Tasks:** draft sponsorship letters and outreach emails, research local businesses, university departments, and organizations for potential support, schedule and conduct meetings or calls with potential sponsors, track incoming funds and in-kind donations, coordinate with the Marketing Committee to include sponsor logos on promotional materials, prepare thank-you notes and post-event recognition for sponsors, assist in budget planning and allocation of raised funds

Marketing Committee (outreach and promotion) closely works with Social Committee

- **Responsibilities**: Increase awareness of the event, promoting the symposium, creating marketing materials, selecting and organizing gifts and SWAG materials, supporting participant engagement and event branding, Coordinate event photography to capture key moments for promotional use
- **Tasks:** Designing flyers, posters, and digital graphics, reaching out to student groups, departments, and community partners, choosing and ordering gifts/SWAG that reflect the symposium's theme, setting up SWAG bags for the event, assisting with event setup, signage, and participant experience, arrange for photography coverage before and during the event, and managing photo sharing on social media

Social Media Committee (experience and engagement) closely works with Marketing Committee

- **Responsibilities:** Develop a content calendar leading up to the event, create engaging and informative posts across platforms (Instagram, Facebook, Twitter, etc.), maintain a consistent brand voice and visual identity, monitor engagement and respond to comments or messages, collaborate with other committees for coordinated messaging (e.g., Marketing)
- **Tasks:** Write captions for posts, schedule and publish content using tools like Canva, Buffer, or Hootsuite, highlight key milestones (e.g., speaker announcements, deadlines, countdowns), share behind-the-scenes content to build excitement, post live updates and stories during the event, analyze post-performance and adjust strategy as needed, manage photo sharing on social media.

Abstract Committee:

- **Responsibilities:** Reviewing and selecting abstracts for oral presentations and poster sessions.
- **Tasks:** Setting criteria for abstract submissions, notifying authors of acceptance, arranging poster sessions and oral sessions, setting up posters during the event.

Judges/Award Process Committee:

- **Responsibilities:** Selecting judges for presentations, managing the award process, and ensuring fair evaluation.
- **Tasks:** Recruiting judges, developing evaluation criteria, and organizing award ceremonies and creating the awards

Registration Committee:

- **Responsibilities:** Handling participant registrations, managing attendee lists, and providing support during check-in.
- **Tasks:** Setting up online registration systems, preparing name badges, and assisting with on-site registration

Speaker Committee:

- **Responsibilities:** Inviting and coordinating keynote speakers, managing speaker schedules, and ensuring smooth **presentations.**
- **Tasks:** Contacting potential speakers, organizing travel and accommodation, and preparing speaker bios

EACH COMMITTEE PLAYS A CRUCIAL ROLE IN ENSURING THE SYMPOSIUM RUNS SMOOTHLY AND SUCCESSFULLY. THE CO-DIRECTORS OVERSEE THESE COMMITTEES, PROVIDING GUIDANCE, ENSURING DEADLINES ARE MET, AND FACILITATING COMMUNICATION AMONG ALL MEMBERS.

COORDINATION

Coordination involves ensuring effective communication and collaboration among all committees and participants to keep the planning process on track. Here are some key aspects of coordination:

Communication:

- Responsibilities: Facilitating regular meetings and updates among committee members to ensure everyone is informed and aligned.
- Tasks: Scheduling meetings, distributing agendas, and maintaining clear channels for communication (e.g., email, messaging apps).

Timeline Management:

- Responsibilities: Developing and overseeing a detailed timeline for all symposium activities and deadlines.
- Tasks: Creating a project timeline, monitoring progress, and ensuring deadlines are met.

Resource Allocation:

- Responsibilities: Ensuring that all necessary resources (e.g., budget, equipment, personnel) are available and properly allocated.
- Tasks: Coordinating with vendors, managing budgets, and distributing resources to various committees.

Problem-Solving:

- Responsibilities: Addressing any issues or obstacles that arise during the planning and execution of the symposium.
- Tasks: Identifying potential problems, developing solutions, and implementing corrective actions.

Feedback and Evaluation:

- Responsibilities: Collecting feedback from participants and committee members to evaluate the success of the symposium and identify areas for improvement.
- Tasks: Designing feedback surveys, analyzing responses, and implementing changes based on feedback.

Effective coordination ensures that all aspects of the symposium run smoothly and that participants have a positive and productive experience.

BUDGET MANAGEMENT (with general chair)

Budget management involves several key responsibilities to ensure the event is financially sound and all expenses are covered. Here are the main aspects:

Budget Planning:
- Responsibilities: Creating a detailed budget plan that outlines all expected expenses and sources of income.
- Tasks: Estimating costs for venue rental, catering, speaker fees, marketing, materials, and other logistical needs. identifying potential funding sources such as sponsorships, grants, and registration fees.

Expense Tracking:
- Responsibilities: Monitoring and recording all expenses to ensure they stay within the allocated budget.
- Tasks: Keeping detailed records of all transactions, regularly updating the budget, and comparing actual expenses against the planned budget.

Funding Allocation:
- Responsibilities: Distributing funds to various committees and ensuring they have the resources needed to fulfill their tasks.
- Tasks: Allocating budget portions to different areas such as AV/IT, food, marketing, and speaker arrangements. Ensuring each committee adheres to their budget.

Financial Reporting:
- Responsibilities: Preparing financial reports to provide transparency and accountability.
- Tasks: Compiling reports that detail income, expenses, and any variances from the budget.

Contingency Planning:
- Responsibilities: Setting aside a portion of the budget for unexpected expenses.
- Tasks: Creating a contingency fund to cover unforeseen costs that may arise during the planning and execution of the symposium.

Effective budget management ensures that the symposium runs smoothly without financial issues and that all necessary resources are available to make the event a success.

PROGRAM DEVELOPMENT

Program development for the symposium involves several key responsibilities to ensure the event is engaging, informative, and well-organized. Here are the main aspects:

Agenda Creation:

- Responsibilities: Designing a detailed agenda that outlines the schedule for the symposium, including keynote speeches, oral presentations, poster sessions, and networking events.
- Tasks: Determining the timing and sequence of events, ensuring a balanced mix of activities, and coordinating with speakers and presenters

Speaker Coordination (speaker committee):

- Responsibilities: Inviting and managing keynote speakers and session presenters.
- Tasks: Contacting potential speakers, confirming their participation, organizing travel and accommodation, and preparing speaker bios

Abstract Review (Abstract committee):

- Responsibilities: Reviewing and selecting abstracts for oral and poster presentations.
- Tasks: Setting criteria for abstract submissions, organizing review panels, and notifying authors of acceptance

Logistics Management:

- Responsibilities: Ensuring all logistical aspects of the program are in place, including venue setup, AV equipment, and materials.

- Tasks: Coordinating with the venue, arranging equipment, and preparing necessary materials for participants

Evaluation and Feedback:

- Responsibilities: Collecting feedback from participants to evaluate the success of the program and identify areas for improvement.

- Tasks: Designing feedback surveys, analyzing responses, and implementing changes based on feedback

Effective program development ensures that the symposium is well-structured, informative, and provides valuable opportunities for participants to share their research and form new collaborations.

LOGISTICS

Logistics for the Interdisciplinary Biological Sciences Symposium involves managing all the practical details to ensure the event runs smoothly. Here are the key aspects:

Venue Arrangements:
- Responsibilities: Securing and setting up the venue for the symposium.
- Tasks: Booking the venue, arranging seating, setting up stages and podiums, and ensuring accessibility for all participants

Equipment Setup:
- Responsibilities: Ensuring all necessary equipment is available and functioning.
- Tasks: Setting up audio-visual equipment, microphones, projectors, and ensuring internet connectivity

Catering and Refreshments:
- Responsibilities: Organizing food and beverages for participants.
- Tasks: Coordinating with caterers, planning menus, and managing meal and refreshment breaks

Transportation and Accommodation:
- Responsibilities: Arranging transportation and accommodation for speakers and participants.
- Tasks: Booking hotels, organizing shuttle services, and providing travel information

Registration and Check-In:
- Responsibilities: Managing the registration process and check-in on the day of the event.
- Tasks: Setting up online registration systems, preparing name badges, and staffing the registration desk

Signage and Materials:
- Responsibilities: Providing clear signage and necessary materials for participants.
- Tasks: Creating directional signs, preparing programs, and distributing materials such as brochures and schedules

Health and Safety:
- Responsibilities: Ensuring the health and safety of all participants.
- Tasks: Implementing safety protocols, providing first aid stations, and ensuring compliance with health regulations

On-Site Support:
- Responsibilities: Providing support during the event to address any issues that arise.
- Tasks: Having staff available to assist with technical problems, answer questions, and manage any emergencies

Effective logistics management ensures that all aspects of the symposium are well-organized, allowing participants to focus on the content and networking opportunities.

PROMOTION AND PUBLICITY

Promotion for the symposium involves several key responsibilities to attract participants, increase visibility, and ensure a successful event. Here are the main aspects:

Marketing Strategy:
- Responsibilities: Developing a comprehensive marketing plan to reach the target audience.
- Tasks: Identifying target demographics, setting marketing goals, and choosing appropriate channels for promotion

Social Media Management:
- Responsibilities: Managing the symposium's social media presence to engage with potential participants and provide updates.
- Tasks: Creating and scheduling posts, responding to inquiries, and using platforms like Facebook, Twitter, LinkedIn, and Instagram to share information

Content Creation:
- Responsibilities: Producing promotional materials such as flyers, brochures, and digital content.
- Tasks: Designing graphics, writing a copy for advertisements, and creating videos or infographics to highlight key aspects of the symposium

Email Campaigns:
- Responsibilities: Sending targeted email campaigns to inform and remind potential participants about the symposium.
- Tasks: Creating email lists, designing email templates, and scheduling regular updates and reminders

Partnerships and Sponsorships:
- Responsibilities: Building relationships with partners and sponsors to support the symposium.
- Tasks: Reaching out to potential sponsors and collaborating with partners to promote the event

Feedback and Analytics:
- Responsibilities: Collecting and analyzing data to measure the effectiveness of promotional efforts.
- Tasks: Monitoring engagement metrics, gathering feedback from participants, and adjusting strategies based on insights

Effective promotion ensures that the symposium reaches a wide audience, attracts participants, and creates a buzz around the event.

DETAIL MANAGEMENT

Detail management for the symposium involves overseeing and coordinating all the small but crucial aspects to ensure the event runs smoothly. Here are the key components:

Task Delegation:
- Responsibilities: Assigning specific tasks to committee members and volunteers.
- Tasks: Ensuring each task is clearly defined, assigning responsibilities, and setting deadlines

Timeline Management:
- Responsibilities: Creating and maintaining a detailed timeline for all symposium activities.
- Tasks: Developing a project timeline, monitoring progress, and adjusting schedules as needed

Quality Control:
- Responsibilities: Ensuring all aspects of the symposium meet high standards.
- Tasks: Reviewing materials, checking setups, and conducting rehearsals to ensure everything is in place

Communication:
- Responsibilities: Facilitating effective communication among all team members.
- Tasks: Holding regular meetings, providing updates, and ensuring everyone is informed about their roles and responsibilities

Logistical Coordination:
- Responsibilities: Managing the logistics of the event, including venue setup, equipment, and catering.
- Tasks: Coordinating with vendors, arranging transportation, and ensuring all logistical needs are met

Problem-Solving:
- Responsibilities: Addressing any issues that arise promptly and efficiently.
- Tasks: Identifying potential problems, developing solutions, and implementing corrective actions

Feedback Collection:
- Responsibilities: Gathering feedback from participants and team members to improve future events.
- Tasks: Designing feedback surveys, analyzing responses, and making necessary adjustments

Effective detail management ensures that all aspects of the symposium are well-organized, allowing participants to focus on the content and networking opportunities.

HOSTING DUTIES

During the symposium, co-directors play a crucial role in ensuring everything runs smoothly, be involved in key events such as opening introductions and the awards ceremony. Here are some key responsibilities:

On-Site Management:
- Responsibilities: Overseeing the overall execution of the event.
- Tasks: Monitoring the schedule, ensuring sessions start and end on time, and addressing any issues that arise

Coordination with Committees:
- Responsibilities: Working closely with committee chairs to ensure all details are followed.
- Tasks: Checking in with committees such as AV/IT, Food, Registration, and Speakers to ensure everything is on track

Participant Support:
- Responsibilities: Providing support to participants, speakers, and attendees.
- Tasks: Answering questions, assisting with registration, and helping with any logistical needs

Problem-Solving:
- Responsibilities: Addressing any unexpected issues or emergencies.
- Tasks: Quickly identifying problems, developing solutions, and implementing corrective actions

Networking Facilitation:
- Responsibilities: Encouraging networking and collaboration among participants.
- Tasks: Organizing networking events, introducing participants to each other, and fostering a collaborative atmosphere

Feedback Collection:
- Responsibilities: Gathering feedback from participants to improve future events.
- Tasks: Distributing feedback forms, conducting informal interviews, and collecting suggestions

Ensuring Quality:
- Responsibilities: Maintaining high standards throughout the symposium.
- Tasks: Checking the quality of presentations, ensuring the venue is well-maintained, and monitoring participant satisfaction

Ensuring Smooth Transitions:
- Responsibilities: Managing transitions between different parts of the program.
- Tasks: Coordinating with speakers, ensuring sessions start and end on time, and managing any changes to the schedule.

Participant Engagement:
- Responsibilities: Engaging with participants to ensure they have a positive experience.
- Tasks: Answering questions, providing assistance, and encouraging participation in discussions and networking events.

WELCOME SPEECH:

Co-Directors are responsible for identifying and inviting senior ISU faculty members to deliver the opening and closing addresses at the symposium.

Opening remarks:

- Responsibilities: Delivering a welcome speech to greet participants and setting the tone for the symposium.
- Tasks: Preparing and presenting a speech that highlights the goals and importance of the symposium, introduces key speakers, and outlines the schedule.

Acknowledgments:

- Responsibilities: Recognizing sponsors, partners, and contributors.
- Tasks: Mentioning and thanking individuals and organizations that have supported the symposium.

Overview of the Program:

- Responsibilities: Providing an overview of the symposium agenda.
- Tasks: Briefly describing the sessions, workshops, and key events that will take place.

AWARDS AND CLOSING CEREMONY:

Presentation of Awards:

- Responsibilities: Announcing and presenting awards to recipients.
- Tasks: Preparing award certificates or trophies, calling awardees to the stage, and presenting the awards.

Speeches:

- Responsibilities: Delivering speeches to celebrate the achievements of award recipients.
- Tasks: Preparing and presenting speeches that highlight the contributions and accomplishments of the awardees.

Photographs and Documentation:

- Responsibilities: Ensuring the symposium and awards ceremony is well-documented.
- Tasks: Arranging for photographers to capture the event, and ensuring that moments are recorded for future

By handling these responsibilities, co-directors help ensure that key events like opening introductions and closing remarks, and the awards ceremony are memorable and well-organized.

POST-SYMPOSIUM

Designing Feedback Surveys:
- Responsibilities: Creating surveys to gather feedback from participants and committee members.
- Tasks: Developing questions that cover various aspects of the symposium, such as the quality of presentations, organization, and overall experience.

Distributing Surveys:
- Responsibilities: Ensuring surveys reach all participants and committee members.
- Tasks: Sending surveys via email, providing links on the symposium website, and distributing paper surveys if necessary.

Analyzing Responses:
- Responsibilities: Reviewing and analyzing the feedback received.
- Tasks: Compiling responses, identifying common themes, and summarizing findings to understand strengths and areas for improvement.

Preparing Final Financial Reports:
- Responsibilities: Creating detailed financial reports that outline all income and expenses.
- Tasks: Gathering receipts, invoices, and financial records, and compiling them into a comprehensive report.

Reconciling the Budget:
- Responsibilities: Ensuring all financial transactions are accurately recorded and balanced.
- Tasks: Comparing actual expenses against the planned budget, identifying any discrepancies, and making necessary adjustments.

Conducting a Debrief Meeting:
- Responsibilities: Organizing a meeting with committee members to evaluate the symposium.
- Tasks: Scheduling the meeting, preparing an agenda, and facilitating discussions about what went well and what could be improved.

Reviewing Feedback:
- Responsibilities: Discussing the feedback collected from participants and committee members.
- Tasks: Presenting the summarized feedback, highlighting key points, and using it to inform the evaluation.

Identifying Areas for Improvement:
- Responsibilities: Pinpointing specific areas that need improvement for future symposiums.
- Tasks: Analyzing feedback and financial reports, discussing challenges faced, and brainstorming solutions.

Documenting Lessons Learned:
- Responsibilities: Creating a document that outlines lessons learned and recommendations for future events.
- Tasks: Writing a detailed report that includes insights from the debrief meeting, suggestions for improvement, and best practices.

By completing these tasks, co-directors ensure that the symposium is thoroughly evaluated, financial matters are settled, and valuable insights are gathered to enhance future events.

GENERAL CHAIR RESPONSIBILITIES (GRADUATE STUDENTS SERVICES SPECIALIST):

Leadership:

- Responsibilities: Providing overall leadership and direction for the symposium.
- Tasks: Setting goals, making key decisions, and ensuring the symposium aligns with its objectives

Strategic Planning:

- Responsibilities: Developing and implementing the strategic plan for the symposium.
- Tasks: Identifying key priorities, setting timelines, and ensuring all activities align with the strategic plan

Stakeholder Engagement:

- Responsibilities: Engaging with stakeholders, including sponsors, partners, and participants.
- Tasks: Building relationships, securing sponsorships, and maintaining communication with stakeholders

Problem-Solving:

- Responsibilities: Addressing any issues that arise during the planning and execution of the symposium.
- Tasks: Identifying potential problems, developing solutions, and implementing corrective actions

Evaluation and Feedback:

- Responsibilities: Collecting feedback from participants and committee members to evaluate the success of the symposium.
- Tasks: Designing feedback surveys, analyzing responses, and implementing changes based on feedback

Recruitment and Appointment:

- Responsibilities: Recruiting and appointing committee chairs and members.
- Tasks: Identifying suitable candidates, confirming appointments, and ensuring each committee is adequately staffed

Agenda Approval:

- Responsibilities: Approving the symposium agenda and addressing any requests for discussion items.
- Tasks: Reviewing the proposed agenda, making necessary adjustments, and finalizing the schedule

Budget Oversight:

- Responsibilities: Overseeing the symposium budget and ensuring financial stability.
- Tasks: Coordinating with the finance chair, monitoring expenses, and ensuring all financial decisions align with the budget

Publicity and Promotion:

- Responsibilities: Ensuring effective publicity and promotion of the symposium.
- Tasks: Coordinating with the marketing chair, overseeing the creation of promotional materials, and managing social media campaigns

Venue and Logistics Coordination:

- Responsibilities: Ensuring the venue and logistics are properly managed.
- Tasks: Coordinating with the local arrangements chair, overseeing venue setup, and ensuring all logistical needs are met

Conflict Resolution:

- Responsibilities: Resolving any conflicts or issues within the organizing committee.
- Tasks: Mediating disputes, ensuring smooth collaboration, and maintaining a positive working environment