Interdisciplinary Biological Sciences Symposium

Logistics Committee
Standard Operating Procedures

The Logistics Committee serves as the operational backbone of the **Interdisciplinary Biological Sciences Symposium (IBSS)**. This team works closely with the General Chair and all committee chairs to ensure the event runs smoothly and efficiently. They are the designated problem-solvers and support team during the symposium, ready to respond to unexpected issues and assist wherever needed.

This committee's biggest role is **on the day of the symposium**, when they are responsible for real-time coordination, troubleshooting, and ensuring all moving parts come together seamlessly. At least **two reliable committee members** should be available and on-site throughout the day to respond to issues, assist other committees, and support the General Chair.

7/23/2025

Key Responsibilities and Tasks

General Support

- Act as the “right hand” to the General Chair and committee leads.
- Stay informed of all committee plans to provide backup and coordination.
- Be available throughout the event to assist with any task or issue that arises.

On-Site Troubleshooting

- Respond quickly to logistical problems (e.g., missing materials, room changes, speaker delays).
- Carry a “symposium toolkit” with essentials like tape, scissors, markers, chargers, and extension cords.
- Monitor event flow and adjust logistics as needed.

Building Signage

- Place directional signs at key entry points, hallways, and elevators to guide attendees to registration, session rooms, restrooms, and food areas. • Include clear labels for each room with session titles and times, if available. • Ensure signage is visible, professionally printed or neatly handwritten, and securely mounted.

Table Setup

- Cover tables with clean tablecloths, if not rented from the Memorial Union
- Place tabletop schedules showing the full symposium agenda.
- Include small bowls of candy or mints to create a welcoming atmosphere.
- Add any committee-specific materials (e.g., flyers, sign-up sheets, name tags).

Food Table Signage

- Place signs at food stations indicating the **scheduled serving time** (e.g., “Food Service Begins at 12:30 PM”).
- Assign a Logistics Committee member to monitor food tables and prevent early access.

Inter-Committee Coordination

- Serve as liaisons between committees to relay updates and solve cross-functional issues.
- Ensure all teams are informed of schedule changes or urgent needs.

Emergency Response

- Be prepared to handle minor emergencies or disruptions.
- Know who to contact for facilities, security, or medical assistance.

Venue Oversight

- Arrive early to check room setups, signage, and traffic flow.
- Ensure spaces are clean, accessible, and ready for use.
- Help direct attendees and manage crowd movement if needed.

Photographer Role – Logistics Committee

Purpose
To document the IBSS symposium through photography, capturing key moments and providing visual records for future reference and use.

Responsibilities

- Attend scheduled symposium events (e.g., keynote talks, poster sessions, award presentations).
- Take clear, high-quality photos of speakers, attendees, and activities.
- Coordinate with the Logistics Chair to ensure coverage of important sessions.
- Upload all photos to a shared folder for archival and future use.

Optional

- Ensure attendees are aware that photography will take place.
- Label or organize photos by session or activity for easy access.