Conference Committee Chair (2027 - San Francisco)

FY27 Charge: This committee, along with Talley Management Group (Tally) and the ARCS Board, is responsible for developing a well-informed and well-rounded conference in 2027. The committee is led by two Co-Chairs who will direct the content (intellectual content of the conference, including sessions, posters, breakout rooms, and keynotes) as well as the community (various programs and events for attendees to participate in outside of sessions) aspects of the conference.

Conference Committee:

The conference is ARCS's premiere program, providing informative and provocative sessions and fostering the collections specialists community. The 2027 Conference Committee, along with Talley Management Group (Tally) and the ARCS Board, is responsible for developing a well-informed and well-rounded virtual conference in 2027. The committee is led by two Co-Chairs who will direct the content (intellectual content of the conference, including sessions, posters, breakout rooms, and keynotes) as well as the community (various programs and events for attendees to participate in outside of sessions) aspects of the conference.

Time Commitment: 1 year Term
- At least 1 meeting a week (depending on conference needs)
- 5-10 hours of work a month
- 12-month commitment

Co-Chair time commitment and Co-Chair specific duties:
- Selects (in collaboration with Nominations Committee) committee members
- Schedules and manages committee meetings
- Assigns tasks to members and ensures completion
- Adheres to conference timeline
- Develops overall structure of conference with Board Liaisons and Talley
- Co-Chairs will receive free basic registration to the conference

Committee Objectives
- Research and propose a theme for the conference
    - Write description of theme and ARCS conference for ARCS social media and website
- Plans conference content such as sessions, workshops/webinars (in conjunction with the Workshops and Webinars Committee), keynote, poster presentation, etc. This will include:
    - Organize general conference structure
    - Create, edit, and publish session proposal guidelines and form
    - Lead proposal review sessions in an organized, inclusive, and equitable manner
    - Determine any gaps in session topics and solicit help in filling gap

- Work with national and international partners on a joint session, topic TBD.
- Help moderator for sessions (if attending conference in-person, with final coordination by Talley)
- Create and solicit small group discussions (breakout rooms) and finds leaders/moderators for each
- In conjunction with the Meet-Ups committee, plans scheduled meet-ups throughout the conference, either virtually or in-person
- Works with board liaisons and Talley to approximate budget (cost and revenue) of events
- Organizes programs and events outside of sessions for attendees to socialize, network, and connect.
- May help with advertise of conference (i.e. providing content for Communications committee to publish)
- Adhere to ARCS IDEA policies and ensure that conference also complies
- Submits monthly committee report updates to the Board