

## ***Option C:***

### ***Speaker Coordination***

1. Create/maintain “conference at a glance” spreadsheet, for quick overview of speakers invited/confirmed in each session; assign tracking number for each conference session, to facilitate cross-referencing speakers.
2. Create/maintain “speaker list” spreadsheet:
  - a. Include contact details for all invited speakers, their Admins, and PR reps.
  - b. Use as checklist to track status of incoming materials.
  - c. Include contact details for speakers who declined, as potentials for future conferences.
3. Create/send speaker confirmation letter, including:
  - a. PDF of program draft (or link to onsite version).
  - b. Session descriptions, time/date, and who else will be speaking in the session.
  - c. Request for bio, photo, social media links.
  - d. Release form (permission to record presentation).
  - e. Immediate logistical details: a/v, hotel information, etc.
  - f. List of key due-dates.
4. Speaker update mailings, to include:
  - a. Copies of final brochure.
  - b. Presentation/handout guidelines.
  - c. Where to pick up badges.
  - d. How to register guests.
  - e. Assigned times for onsite technical setups/rehearsals, and any onsite speaker meetings.
  - f. Full details to ensure speakers know exactly where to go and who to see when they arrive onsite.
5. Ongoing speaker administration:
  - a. Track speaker acceptances/regrets.
  - b. Provide webmaster with speaker and agenda updates daily.
  - c. Monitor receipt of requested items: bios, photos, social media links, handouts, etc.
  - d. For multi-speaker sessions, schedule conference calls for Speaker Recruiter with each session’s moderator and speakers.
  - e. Ensure speakers are in touch with a/v director, particularly for any special needs.
  - f. Last-minute calls to speakers (week before conference) to confirm last-minute details, answer any questions, minimize unpleasant surprises onsite.