023WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.
INTERNATIONAL RALLY COMMITTEE JOB DESCRIPTION

COMMITTEE NAME:	**Presentation Coordinator**	COMMITTEE #:	**158**
RESPONSIBLE TO:	President	AREA:	I
EFFECTIVE DATE:	September 2019		

RESPONSIBILITY:
Recruit presenters on topics of interest to the members. Working closely with the Rally Manager, prepare a schedule of presentations and roundtable discussions. Recruit facilitators to oversee presentations and count attendance for all venues. Oversee presentations at the rally; inform Rally Manager of changes to the schedule. Work with AV Committee to schedule AV equipment for all presentations and roundtables in smaller venues and presentations on the Main Stage.

COORDINATES WITH:
Rally Manager, Audio-Visual – Presentations, Audio Video – Main Stage, Program Editor, Communications Director

SPACE ARRANGEMENT:
Large venues for the presentations and roundtables including the main auditorium with sufficient seating for attendees.

EQUIPMENT NEEDED:
Easels or marquee boards for posting daily schedules; a large print print-out works fine for this. Computer and printer for printing schedules. Golf cart or bicycle to facilitate getting around to all venues quickly.

SUPPLIES NEEDED:
Printer paper to print each day's schedule for each venue. This can be done on a single poster for the entire rally, rather than reposting each day.

COMMITTEE REPORTS:
Provide the Rally Committee final report to Copy Center by day before end of rally. Turn in Cargo Inventory Control Report with cargo boxes (if any) to Property Logistics at end of rally.

GENERAL OPERATING PROCEDURES:

1. Work closely with the Audio-Visual Presentations and A-V Main Stage Chairs, however, a good knowledge of audio-visual technology is useful for this position. Major presentations assigned to the Main Stage will have different AV guidelines than those in smaller venues.

2. Submit a compiled list of presenters to Rally Manager. This was due Nov 30 for the Salem Rally. Final scheduling completed by February 1. Timeline may change, depending on the IR dates.

3. **September:** Determine the number of presentation / seminar venues at the IR site.

4. **September, October:** Recruit presenters on topics of interest to the members, using various sources:
   - Review the feedback from members on previous Rally Presentations and Roundtables. See Rally Manager for analysis of feedback. Note: Most popular

presentations at Salem were, in order of popularity: Technical, Traveling, Digital Technology
- Ask Rally Manager for a copy of the attendance reports for presentations, round tables, and vendors. When evaluating, keep in mind that some of these were very popular, but limited by venue size. See Feedback information sent to Rally Manager for previous IR.
- Advertise for topic suggestions and presenters in Blue Beret, News and Views, wbcci.org, region newsletters and websites, Facebook (club page, region pages, and also Airstream Addicts).
- Solicit presenters from local vendors, particularly technical topics.
- Solicit ideas from members and friends in club.
- Review presentations on Escapees, etc. web sites.
- If presenters cannot be found for topics of special interest and it is likely that members have experience in the topic, schedule a round table discussion. BUT, it is very important that the rally program states CLEARLY which sessions are round tables and NOT presentations by an expert. Each round table needs a facilitator who is familiar with the topic, though not expert, and who can lead a discussion effectively. Lynda Polk gave instruction to facilitators.

5. **October, November:** Contact potential presenters about their willingness and qualifications to present.
   [Carolyn Beardshear sent each potential presenter an online JotForm questionnaire to complete: https://form.jotform.com/73377440539160. This questionnaire was a link to a JotForm, which she would be willing to modify so results will be sent to the presentation coordinator. **It is EXTREMELY important that you collect information from every presenter on his/her audio-visual requirements.**]

6. **December, January:** Organize presentations, assign each a category (technical, traveling, club-related, etc. and a NUMBER)

7. **January**: Create a schedule of presentations (working with the Rally Manager) based on presenters' information. Parameters**: Do not schedule technical presentations at the same time.** Spread them out. Be sure that presentations are scheduled in a venue that meets the audio visual needs the presenter.

8. **February, March**: When preliminary rally schedule is published, be sure each presenter receives an email with a copy of the schedule, so s/he can make you aware of possible conflicts with their personal rally schedule. Adjust the rally schedule as needed. [Carolyn also sent each presenter an online form to confirm the scheduling: https://form.jotform.com/80960313193151.]

9. **March**: If at all possible find a "facilitator" for each VENUE who is willing to be at that venue for half a day, or several presentations. The facilitator counts number of attendees, makes evaluation forms available (if desired), contacts the presentation coordinator and/or audio-visual chair if there is a problem at the venue. Having facilitators assures that problems are addressed quickly.

10. **April**: Connect with each presenter to confirm he/she knows the presentation time, AV guidelines and requirements (must have an HDMI connector for their device).

11. **Two – 3 weeks before IR Begins:** Schedule a meeting for all presenters to go over AV requirements, address any technical issues and confirm room assignments. Ask that they bring computers, cords, and other devices they will be using for their presentations.

12. **Before IR Begins:** Be sure each venue has a poster of the events taking place at that venue each day, with times. Even though everyone has a rally program, they don't carry it and often just wander to the venues to see "what's playing."

13. **At the International Rally:** Work with Rally Manager on any changes to venues and times as well as cancellations of presentations and inform Communications Director for communication to rally attendees.

14. Don't plan on seeing much of the rally during the day. You'll be "on call," but your facilitators will alert you to problems as they crop up.