



## **Symposia – Lead – Registration and Promotions**

Created / Updated: 07/05/2020

### **Description**

Setup and manage registrations, handle day of event check ins and manage attendee gifts.

### **Program Goals** – Work with the Director of Symposia to:

- Execute the Symposium as a high-quality and cost-effective event.
- Ensure that the Symposium generates positive revenue for the chapter.
- Support the programs and mission of PMINYC.

### **Responsibilities** - includes but is not limited to:

- Save the Date Message delivery
- Event Setup in New Registration System
- Special Registration
  - Companies / Schools registrations @ discount
  - Invoice Requests
  - Purchase Orders
- Day of Event Registration
  - Check-in
  - Name Tags
  - Walk-in
  - Registration Issues
- Attendees' Gift and Bag
- Reporting
- Prepare and Submit Budget (If Any) to PM&G
- Coordinate reimbursements
- Collaborate with Communications and Facilities on "Save the Date" content & delivery, registration messages and Facilities head-count.
- Create role descriptions for their unit and recruit 2 volunteers



**Reporting & Communications Structure:**

- This position reports to the Director of Symposia - 2021

**Anticipated Benefits to Volunteer:**

- Earn PDU's
- Build strong networking relationships
- Produce documentable career-enhancing achievements

**Position Requirements**

**Skills Required**

- Project Management
- Event Management
- Strong leadership & communication skills.

**Commitment Required**

- Commit to holding the position for no less than 1 full Symposium cycle.
- Minimum of 20 hours per month.