

**NATIONAL ATHLETIC TRAINERS' ASSOCIATION
MEETINGS DEPARTMENT JOB DESCRIPTION
MEETINGS ASSOCIATE**

POSITION REPORTS TO: Director of Meeting Management

POSITION CONCEPT: Assist director by serving as a co-liaison between Annual Meeting speakers and the Convention Program Committee. Coordinate all speaker communications/services for Session, Workshop, Minicourse, Researchers' Forum, SIG and AT Student Seminar speakers. Oversee abstract submissions and produce the Annual Meeting Proceedings. Process all replacement CEU requests and provide administrative support to director. Contribute to the coordination and execution of arrangements for the Annual Meeting

DUTIES:

1. **CONVENTION SPEAKERS** - Coordinate Workshop, Session, Minicourse, Researchers' Forum, SIG and AT Student Seminar Annual Meeting Speaker and speaker- related correspondence communications/mailings, including:
 - Workshop and Session proposal acceptance/rejection letters
 - Follow-up letters with appropriate honoraria, timelines and meeting spec documents materials
 - Coordinate speaker/moderator communications/mailings for Workshops, Researchers' Forums, SIGs, Sessions, AT Student Seminars, Webmasters Showcase, Advanced Tracks and Minicourses
 - Coordinate post-convention speaker-related analysis and summaries for Workshops, Researchers' Forums, SIGs, Sessions, AT Student Seminars, Webmasters Showcase, Advanced Tracks and Minicourses
 - Respond to requests for information about conventions/meeting-related matters
 - Assist with planning and logistics of the Annual Meeting.
2. **ANNUAL MEETING WORKSHOPS, MINICOURSE, RESEARCHERS' FORUM, SIG and AT STUDENT SEMINAR** – Maintain speaker database and collect abstracts for Annual Meeting Proceedings.
 - Help set up Workshop, Minicourse and Sessions moderators orientation
 - Monitor speaker submissions, reviewing all abstracts submitted for appropriate format and content.

- Distribution of periodic deadline reminders to speakers, and organizing all abstracts prior to electronic production of the proceeding CD-ROM
- Receive and maintain forms related to speakers (i.e. Speaker Contact Form, VIP, Registration Form, Speaker Release, Transfer of Copyright, Hotel Reservation Form)
- Work with vendors for on-site service

Other Duties

1. Establish and maintain filing system for position-related duties
2. Provide switchboard relief to receptionist when needed
3. Travel as needed to committee meetings and annual meeting
4. Respond to member's phone and written inquiries for CEU's
5. Support the requirements of meetings/events handled by the departments as needed
6. Be knowledgeable and resourceful in the effective utilization of meeting management and the Microsoft Office suite.
7. Perform other duties as assigned

Current November 2006