

2017 PILD Committee Assignments

Committee	Members	Responsibilities
Pre-conference mobile workshops (2 more people needed, 4 if 3 rd bus used)	Chair: Glenda Hyde Karen Reddersen - food Andy Overbay - food Cynthia Gregg – food Kirsten Buhls Kathy Bruynis	Make all arrangements for the pre-conference mobile workshop. Determine cost, provide promotional information, host tours. Tour cost comped for bus leaders!
On-site registration	Chair: Bob Ohlensehlen Shahram Massaghi Glenda – tours only Terri – part of the time Kathy Bruynis	Manage the on-site registration process, including organizing the packet “stuffing” process and hosting at the registration desk. Need several more for Sunday pm.
Preparation materials and Hill Updates	L. Washington Lyons Lyla Houglum Bob Ohlensehlen	Create the preliminary promotional material for the web site and association meetings. Everything goes to Bob – 2-3 wks prior to conference.
Registration & Promotion	Bob Ohlensehlen Diana Rashash	Prepare promotional brochure and the electronic website
Program booklet	Bob Ohlensehlen Diana Rashash Lyla Houglum Theresa Mayhew	Responsible for getting the final information, formatting, and making arrangements for printing and shipping
Break-out sessions –	Chair: Glenda Hyde Chris Bruynis Shahram Massaghi Karen Reddersen	Responsible for coordinating the RFP, making final selections, notifying the speakers, posting sessions. All PILD committee members will assist in initial evaluation of RFPs.
Plenary speakers <ul style="list-style-type: none"> Washington DC Keynote/capstone 	Diana Rashash Lyla Houglum Bob Ohlensehlen	Making contact with the speakers and provide details
AV equipment	Chair: Chris Bruynis Karen Reddersen Andy Overbay Kirsten Buhls	Make arrangements to provide and coordinate space needs
NPL session(s)	Bill Hoffman Lisa Lauxman Diana Rashash Cynthia Gregg	Communicate with the NPLs, coordinate space needs: “bring the tour to the conference”?
JCEP/ECOP luncheon	Chair: Cynthia Gregg L. Washington Lyons Lyla Houglum Bob Ohlensehlen	Prepare list to invite, prepare agenda. Make all arrangements, including invites, agendas, food.

Volunteer session	Chair: Norm Schwertfeger Kirsten Buhls (Chris B. has asked Gwen Wolford)	Make arrangements for educational opportunity for volunteers during association time.
Association meetings	Rep from each association: ANREP ESP NACAA NACDEP NAE4-HA NAEPSDP NEAFCS	Host these and provide details to program committee. Some, due to small number of attendees, do not hold association meetings. These have grouped together to do something else, such as have a speaker (NIFA, other) come to them. They arrange.
Pre-conference webinar	Chair: Diana Rashash Bob Ohlensehlen Cynthia Gregg Lyla Houglum Kevin Andrews	Host a webinar 30 days out on how to prepare and what to expect
NIFA tour	Chair: Glenda Hyde Jeanette Thurston - NIFA Diana Rashash Cynthia Gregg	Work with NIFA partners to arrange tour similar to last year. This time, have designated tour "leaders" to take folks on metro.
Conference packets	Bob Ohlensehlen	Make sure all necessary material is printed and provided for the registration packets.
Evaluation	Chair: Kevin Andrews Kirsten Buhls	Provide evaluation tool for online evaluation and 6 month follow-up, and summarize for the committee.
Post-conference follow-up – posting of sessions	Bob Ohlensehlen	
Speaker gifts	Cynthia Gregg Diana Rashash Bob Ohlensehlen Theresa Mayhew	
Meeting notes	Bob Ohlensehlen	Dropbox
Food & beverage at conference	Bob Ohlensehlen Diana Rashash Theresa Mayhew	
Social Media	Chair: Kevin Andrews Shannon Chipman	Face Book and Twitter Note: "show results"
First Timers Orientation	Chair: Chris Bruynis Theresa Mayhew Jerry Chizek	Includes walking tour. Show participants way to metro and local sites
Volunteer Night Out	Chair: Diana Rashash Lyla Houglum	Organize meal out for volunteers who don't have other plans on Association Night Out.