



SEMINAR PLANNING

2024

Committee Charter

COMMITTEE MEMBERS

Chair	Kim Halfhill, Events Manager, Tara Orlowski
Board Liaison	Alyssa Dotson
Members	Lucia Adrian Jennifer Bridgeman Melissa Dennis Candace Gilbert Jim Hart Jeremy Lewis Colleen Peterson Tom Salow Nicole Schneider Kayla Todaro Jeremy Lewis Allison Nyren
Staff	Ivoire Foreman, Office Manager
Meeting Frequency	First Wednesday 11 am-12 pm ET Monthly February – September Additional work may be completed by committee members outside of formal meetings, as coordinated by committee Chair
Committee Type	Ad Hoc
Reports To	Executive Director

COMMITTEE CHARGE

The Seminar Planning Committee shall support the work of the NARA Events Team in the planning and execution of the Annual Licensing Seminar. The committee provides recommendations and takes on tasks and assignments at the discretion of the Events Manager. The chair of this Committee shall be the NARA Events Manager.

Committee Responsibilities

Committee responsibility changes require the approval of the Executive Director/CEO.

COMMITTEE TASKS

#	Task	Due Date
1.	Recruit presenters for concurrent sessions and make keynote speaker recommendations.	Feb. – April



2.	Review and update abstract submission process & requirements; work with staff to launch call for abstract proposals for upcoming year.	Feb.
3.	Evaluate abstract proposals and provide recommendations on the selection of proposals.	April – May
4.	Identify new prospects, actively solicit partnerships, and secure exhibit and sponsor commitments.	May – Aug.
5.	Assist in the marketing plans, specifically identifying new networks & organizations to promote Seminar to.	June – Aug.
6.	Provide feedback & recommendations on the overall Seminar schedule of events.	May – June
7.	Make recommendations for a fundraiser to benefit the Norris E. Class fund and actively participate in the planning and execution of the event (e.g., acquire raffle items/donations for the fundraiser or sell tickets).	Aug. – Sept.
8.	Make suggestions for the local service project to be featured at Seminar.	Aug.
9.	Serve as a volunteer & recruit others for onsite support.	Sept.
10.	Provide recommendations to update the attendee evaluation.	Sept.

QUARTERLY REPORTS

Please provide quarterly status updates to NARA staff using the online survey link provided to the Committee Chair(s) For additional assistance, please email admin@naralicensing.org. Please include progress updates for each of the listed tasks for the committee. Updates are due by the following dates:

January – March update due: 04/05	April – June update due: 07/05
July – September update due: 10/04	October – December update due: 12/20