



WCET Executive Board Congress Liaison Position

A person is assigned by the WCET President to serve as the Executive Board Congress Liaison for each WCET Biennial Congress. The Congress Liaison may be a member of the Executive Board or an active general member of the WCET with meeting planning skills. The Liaison will act as the official link between the WCET Executive Board and the Congress Organising Committee. The Liaison serves as a resource to the Congress Organising Committee and assures that the Congress Organising Committee follows established WCET policies and procedures for Congress planning and implementation. This includes insuring that important deadlines are met and the program adheres to WCET criteria. The Liaison assures that questions from the Organising Committee are addressed promptly and thoroughly and questions and concerns for the WCET Executive Board are relayed to the Executive Board. The role of the Liaison includes:

Making a site visit to the proposed Congress site to assess the appropriateness of the venue selected for the Congress in terms of:

- ◆ Facilities for scientific program functions.
- ◆ Facilities for exhibition.
- ◆ Facilities in which to conduct committee and other meetings.
- ◆ Catering services capable of accommodating the meals and breaks for the anticipated number of Congress participants.
- ◆ Safe surroundings to accommodate pedestrians who will walk between the Congress site and hotels.
- ◆ Hotels with sufficient number of rooms to accommodate the size of anticipated group.
- ◆ Hotels in range of price categories from economy to deluxe.
- ◆ Sufficient number of hotel rooms within reasonable walking distance from Congress venue.

Working with the Local Organising Committee, the Industry Exhibit Liaison and the Executive Board to:

- ◆ Compile a list of potential sponsors
- ◆ Develop the Sponsorship Prospectus
- ◆ Coordinate the contract between the Platinum sponsors and the WCET.
- ◆ Obtain the company logos for inclusion in the Journal and on the Congress page of the WCET Website
- ◆ Request donations, In collaboration with the NNGF Chairperson, from sponsors for the NNGF Congress Scholarship Travel fund.

Coordinating the schedule of the WCET Executive Board and Committee meetings before, during and after the Congress:

- ◆ Organising Board and Committee meeting room facilities with the meeting venue
- ◆ Organising the Pre-Congress Executive Board meeting accommodation.
- ◆ Organising the Pre-Congress meals and tea/coffee breaks.
- ◆ Compiling flight information for WCET Executive Board members.
- ◆ Coordinating ground transportation plans for the Executive Board for the Board Meeting and the Congress.
- ◆ Coordinating Executive Board orientation to the Congress facility on the day before Congress starts
- ◆ Booking of Executive Board Hotel reservations during the Congress period.

Attending the Congress:

- ◆ Organising a meeting with the WCET Board and the Exhibitors to be held near the end of Congress.
- ◆ Distributing the Exhibitors' Evaluation form to all the exhibitors during Congress and collects them at the Exhibitors' meeting.
- ◆ Organising the Post-congress Evaluation Meeting

Communicating relevant information to the Liaison for the next Congress