

Join the Missouri 22nd Interpreters Conference Planning Committee

Why should I get involved?

- Be part of the largest gathering and training of sign language interpreters in the state of Missouri
- Help to improve and enhance the conference
- Work with other sign language interpreters, MCDHH staff, and other stakeholders in the deaf and hard or hearing community
- Gain valuable skills and experience about various aspects of conference planning
- Earn complimentary registration and potential travel stipends in exchange for dedication and commitment to the work of the Planning Committee
- Have fun!

Tell me more about the conference!

This year will be the 22nd annual Interpreter Conference in the State of Missouri and will be held 10/23/15-10/25/15 at Tan-Tar-A Resort in Osage Beach, Mo. Historically, there have been 450 registrants for the interpreter conference and 50-100 participants in the Deaf Empowerment that is ran concurrently. The interpreter conference offers over 20 workshops and up to 1.2 MICS and RID CEUs. It's a great opportunity to learn, grow and network for other professionals in the field!

How can I play a role?

Join the Planning Committee by applying to be a member! Committee members are the heart of the planning of the conference, and members pull a lot of the planning weight. We are looking for members of many different subcommittees, each with different levels of involvement and commitment. Take a look at the list to get a sense of what's available in leading up to the 2015 conference next fall!

Outreach

- Do research to expand our contact list
- Outreach directly to campuses encouraging them to attend
- Develop template outreach emails
- Develop template Facebook messages/posts/links
- Work with various groups and organizations to send emails to their lists
- Work closely with sponsorship team to identify networks to reach out to

Student Representatives

- Outreach directly to campuses encouraging them to attend
- Assist MCDHH staff with developing new guidelines for becoming a student representative
- Schedule student representatives for registration, workshops, keynote and other scheduled events and track on excel spreadsheet
- Follow up with student representatives after conference to thank them and gather feedback

Sponsorship and Exhibitors

- Brainstorm sponsorship and exhibitor possibilities
- Develop sponsorship and exhibitor strategy and all outreach materials
- Make contact with potential sponsors and exhibitors, which includes calling and emailing individuals on a regular basis
- Track sponsorship and exhibitors through Excel spreadsheet
- Coordinate collection of all materials (advertisements, logos, printed materials)
- Follow up with sponsors and exhibitors after conference to thank them

Interpreters

- Create a call for interpreters
- Reach out to interpreters directly
- Schedule interpreters for workshops, keynote and opening comments and track on excel spreadsheet

- Distribute any collected materials to interpreters for scheduled workshops
- Follow up with interpreters after conference to thank them

Workshops

- Participate in overall workshop recruitment and selection process
- Coordinate Workshop Tracks
- Get printed program information for forums and organize all materials for publication in the conference program
- Coordinate and do outreach for workshop proposals
- Review and accept/reject/combine workshop proposals
- Work with presenters to supply feedback after conference

What do you expect of me?

- Contribute to the planning of the Missouri Interpreter Conference in your respective role
- Attend and work the conference 10/23/15-10/25/15 at Tan-Tar-A Resort
- Attend scheduled meetings/conference calls (**note:** schedule of calls/meetings will be determined by Chair, there are normally 4 meetings a year)
- Respond to all correspondence in a timely manner and consistently communicate project progress through email and conference call attendance
- Remain open, flexible, and enthusiastic about the dynamic nature of this event
- Seek out opportunities to enrich the conference agenda and approach tasks creatively
- Openly and honestly share any personal or professional challenges experienced as part of this committee
- Maintain a sense of humor, even when things get stressful, and a willingness to have lots of fun!

What do I receive in return for my work?

- **Members** receive complimentary conference registration and travel reimbursement

What do I need to do, and by when?

Submit a letter of interest and resume to Crystal Anderson at Crystal.anderson@mcdhh.mo.gov by 01/09/15. The first planning committee meeting is tentatively scheduled for 2/6/15 from 10am-4pm at MCDHH.