



Program Committee Governance Guidelines

March 2021 update

These Guidelines were adapted to take into account feedback from last year's conference.

The purpose of this document is to provide governance and operational guidelines for the functioning and work of MCN's Annual Conference Program Committee (hereafter "Program Committee").

Under the oversight of four Co-Chairs, two Board members and two or more volunteer Co-Chairs, the Program Committee is a volunteer group that actively supports MCN's management and staff in planning, designing, developing and delivering the annual conference theme and program. The Committee is composed of the Co-Chairs and of about twenty to thirty Program Committee members.

PROGRAM COMMITTEE CO-CHAIRS ROLES & RESPONSIBILITIES

The Program Committee is co-chaired by two Board members and two or more other volunteers, as the case may be, appointed to serve for the year of the conference.

Qualifications, appointment and term

- Co-Chairs must have attended a previous conference at least one year or two prior to their service, and ideally should have a history of regular conference attendance, and/or service as a Committee member
- After reviewing applications and interviewing candidates, the two Board Co-Chairs will select their preferred candidates to serve as Co-Chairs for the year of the conference

Scope of work and responsibilities

The Program Committee Co-Chairs are collectively responsible for the following tasks:

- Recruit, on-board and manage Program Committee members
- Actively engage Program Committee members to contribute to overall program efforts
- Frame conference vision and define theme
- Lead design and development of the conference blueprint, format and overall UX, including event duration, sessions types, social experiences, suggestions for keynote speakers, and other program related requirements
- Develop and launch Call for Proposals
- Develop rubric/scoring system
- Manage proposals review process, including assigning reviewers among Program Committee members, communicating proposals' acceptances & rejections, etc.
- Develop and launch conference program schedule
- Support other Points of Contact (see below) with speakers training and communications
- Identify session chairs/facilitators as needed



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- Attend live conference + help support & coordinate as needed
- Attend monthly (or bi-weekly) Conference Planning Committee calls (April-Oct)
- Ensure accessibility, diversity of voices, backgrounds, and perspectives throughout the entire conference program planning process

Out of scope areas of responsibility

While the volunteer Co-Chairs and Program Committee members may be consulted, the MCN Board and Executive Director have exclusive purview, responsibility and ultimate decision-making authority over the following areas:

- Sponsor strategy and management (including sponsored sessions)
- Registration pricing
- Promotional & marketing strategy and execution
- Platforms selection and support
- Live sessions tech support (including support for pre-recorded if any)
- Live conference volunteer support (Volunteer Coordinator)

Other Points of Contact

- Executive Director
- Conference Manager (Carolyn Lagermasini)
- Volunteer Coordinator (Grace Poole)
- Senior Digital Strategist (Anna Chiaretta Lavatelli)
- Marketing Strategist (Lucy Redoglia)
- SIGs Board Liaisons + SIG Chairs (Don Youngberg & Mark Osterman)
- DEAI Board Liaison + DEAI Advisory Board members (nikhil trivedi, Courtney OCallaghan)

Compensation

Program Committee Co-Chairs serve as volunteers and are not remunerated beyond:

- Complimentary conference registration
- Complimentary annual membership
- Recognition in the online conference program + opening & closing plenaries

PROGRAM COMMITTEE MEMBERS ROLES & RESPONSIBILITIES

Between twenty to thirty people, each serving a renewable one-year term, not to exceed three terms.

Responsibilities

Each Program Committee member is expected to support the Program Co-Chairs in the following tasks:

- Actively participate and contribute to program planning efforts as instructed by Program Co-Chairs



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- Frame conference vision and theme
- Brainstorm about sessions types, definitions, format and other conference related initiatives
- Suggest keynote speakers
- Review submitted proposals as assigned by the Co-Chairs
- Actively participate in and contribute to Program Committee discussions
- Serve as session chairs or facilitators in various conference sessions, event or activities

Other Points of Contact

Concerns or questions from Program Committee members should be referred to the Program Co-Chairs.

Qualifications, appointment and term

- Total number of Program Committee members is flexible and may vary year-on-year, but ideally shall be between twenty and thirty
- Each member is appointed for a one-year term renewable twice (three terms max) and at the Program Co-Chairs' discretion
- Members can self-nominate through the annual conference survey, or through direct communication with the Program Co-Chairs
- Members are appointed annually, and solely by the Program Co-Chairs.
- Program Committee members shall reflect the full range of MCN represented institutions and constituencies

Compensation

Program Committee members serve as volunteers and are not remunerated beyond:

- Complimentary conference registration
- Complimentary annual membership
- Recognition in the online conference program + opening & closing plenaries

CONFERENCE PLANNING COMMITTEE

The overall planning of the annual conference is given to a Conference Planning Committee.

CONFERENCE PLANNING COMMITTEE

- The role of the Conference Planning Committee is to plan MCN's annual conference and coordinate the activities of the other conference committees to ensure optimal conference deliverables
- It is chaired by the Executive Director, and composed of the Conference Manager, and all the other conference committees' chairs
- All serve a one-year term and the Committee is disbanded after that conference is over
- The Conference Planning Committee meets monthly or bi-weekly as required

Chair and members

- The Executive Director chairs the Conference Planning Committee
- Conference Manager
- Marketing Strategist
- All the other conference committees' Chairs, including, but not limited to, the Program Co-Chairs, Scholarship Committee Co-Chairs, Volunteer, Media Production and Local Events Coordinators
- And any other person the Committee appoints from time to time

Responsibilities

- Coordinate the annual conference planning, operations and logistics with the support of all the other conference committees
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PROGRAM COMMITTEE MCN 2021 TIMELINE

The following timeline shows the key tasks and responsibilities to be carried out in the lead to the conference. Additional related sub-tasks will likely be added to this timeline when the planning process kicks off in April.

March

- Call for Program Committee members + volunteer Co-Chairs
- Select and on-board 2 volunteer as Program Committee Co-Chairs
- Executive Director on-boards Program Co-Chairs
- Co-Chairs select and on-board Program Committee members
- Update user access to Basecamp and Google Drive

April

- Co-Chairs on-board Program Committee members
- Share 2020 post-conference survey with Program Committee
- Kick off conf general vision and theme discussion
- Define experience goals (duration, format, UX, etc.)
- Co-Chairs design and develop conference blueprint
- Assign Program Committee members in work groups/teams to develop specific sessions types, social experiences, etc.
- Shortlist keynote speaker prospects

May

- Finalize conference blueprint
- Decide on total session types and number
- Confirm keynote prospects
- Finalize Call for Proposals (CFP)

June

- Launch CFP (June 1-30)
- Develop scoring system
- Draft review process for reviewers
- Identify & shortlist potential keynote speakers

July

- Assign proposals among Program Committee reviewers
- Manage proposal review process
- Proof accepted program against production schedule (blueprint)
- Communicate accepted/rejected proposals and c
- Notify and confirm speakers
- Finalize program schedule



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August

- Registration opens
- Publish program schedule to website
- Draft program announcement blog post
- Support Marketing Strategist in promoting program
- Respond to program inquiries
- Respond to speakers' inquiries

September

- Recruit session chairs/facilitators as needed
- Support Marketing Strategist in promoting program
- Coordinate sessions with SIG Chairs as needed
- Update/refine program schedule as required
- Update conference platforms documentation as needed
- Support Conference Manager in training speakers
- Respond to program inquiries
- Respond to speakers' inquiries

October

- Same as Sept
- Firm up session chairs/facilitators as needed

November

- Attend live conference + help support & coordinate as needed
- Circulate and close post-conference survey

December

- Compile key takeaways from conference survey to carry into next year
- Hold conference debrief with the Executive Director, the Co-Chairs, Program Committee Members, Board, and all other volunteers who worked on the past conference
- Send out call for next year's Program Committee Co-Chairs
- Review applications for Co-Chairs, approve and notify final candidates
- Update user access to MCN project management platforms e.g. Basecamp, Password manager, Google Drive, Slack, Airtable, etc.