

Annual Conference Committee

Conference Proceedings Coordinator

The Conference Proceedings Coordinator serves on the Conference Committee and is responsible for the assembly and editing of the conference proceedings. The proceedings are to be posted on the IDEC website to members and nonmembers.

Appointment & Term of Service

Appointed by the IDEC President in consultation with the Abstract Review Coordinator and Director of Scholarship

Term: Two years. Responsibilities begin May 1 of the appropriate year and run until April 30.

Time Commitment: Time commitment occurs during the assembly of the conference proceedings after conference. Approximately 20 to 25 hours to assemble proceedings.

Responsibilities and Duties

- Assembling and editing the conference proceedings
- Attend monthly calls with Scholarship Collaborative

Programs, Events, and Committees

- [Abstract Review Coordinator](#)
- [Creative Scholarship Coordinator](#)
- [Director of Scholarship](#)

Timeline

- **Monthly** conference call with Annual Conference Committee
- **Jan** – Begin to assemble proceedings; connect with Abstract Review and Creative Scholarship Coordinators
- **Mar** – Annual Conference