



Meeting Manager (working with 3 groups)
Society for Redox Biology and Medicine (SfRBM)
Pacific Dermatologic Association (PDA)
Atlantic Dermatological Conference (ADC)

Society for Redox Biology and Medicine (SfRBM) - 1,200 members

2 educational meetings per year: Annual Meeting - 4 days (400-500 ppl in November)
Regional Symposia - 1 day (100 ppl - April - June)

- Work with program chairs on schedule development, speaker invitations
- Develop print, web and social media promotion
- Direct layout and production of on-site program
- Select security company, print vendor, exhibit company
- Coordinating exhibitors (15-20) for Annual Meeting
- Coordinating poster presentations (250-300) for Annual Meeting
- Circulating RFPs for site selection, conducting site visits
- Coordinate external promotion of assn and meetings to outside entities
- Coordinate AV, F&B, room setups with properties
- Direct on-site registration
- Responsible for implementing conference evaluation tools, collecting & analyzing data

ADMINISTRATION/MEMBERSHIP

- Work on a number of projects related to association's Strategic Plan

COMMITTEES

- Help to support various association cmtes

Pacific Dermatologic Association (PDA) - 650 members

2 educational meetings per year: Annual Meeting - 4 days (200-300 ppl in August)
Spring Training - 1 day (100-125 ppl - April)

- Work with program chairs on schedule development, speaker invitations
- Develop print, web and social media promotion
- Direct layout and production of on-site program

- Select security company, print vendor, exhibit company
- Coordinate CME applications for conferences
- Coordinate exhibits (10-15 for Spring Training; 25-35 for Annual Meeting)
- Circulating RFPs for site selection, conducting site visits
- Coordinate external promotion of assn and meetings to outside entities
- Coordinate AV, F&B, room setups with properties
- Direct on-site registration
- Responsible for implementing conference evaluation tools, collecting & analyzing data

FUNDRAISING/SPONSORSHIP

- Work with ED to develop & circulate sponsorship materials

Atlantic Dermatological Conference (ADC)

1 educational meetings per year: Annual Meeting - 3 days (500-700 ppl in April - May)

- Guide and work with the regional society board on a location/venues, meeting budget, etc.
- Guide the regional society board on the committee structure, roles and responsibilities (5-7 committees)
- Assist with determining the meeting location and social venue
- Determing and plan the Live Patient Viewing aspect of the meeting.
- Work with program chairs on schedule development, speaker invitations
- Develop print, web and social media promotion
- Direct layout and production of on-site programs (Exhibit & Conference)
- Select vedors: Security, print, staffing, catering, design, transportation, etc.
- Coordinate CME applications for conference
- Coordinate table top exhibits (40-45)
- Circulating RFPs for site selection, conducting site visits
- Marketing: Coordinate external promotion of assn and meetings to outside entities
- Coordinate AV, F&B, room setups with properties (logistics)
- Direct on-site registration
- Responsible for implementing conference evaluation tools, collecting & analyzing data

MARKETING/FUNDRAISING/SPONSORSHIP

- Work with a committee to develop a marketing plan
- Work with a committee to develop a the fundraisng/support Initiative

FUTURE MEETINGS

<i>Date</i>	<i>Assn</i>	<i>City</i>	<i>Attendees</i>
Nov 2017	SfRBM	Baltimore	400-500
Apr 2018	PDA	Scottsdale	100-125
May 2018	ADC	Providence	500-700
June 2018	SfRBM	Lincoln	100-125

Aug 2018	PDA	Cabo San Lucas	200-250
Nov 2018	SfRBM	Chicago	400-500
Apr 2019	PDA	Scottsdale	100-125
May 2019	ADC	New York	500-700
Aug 2019	PDA	San Diego	225-250
Nov 2019	SfRBM	Las Vegas	400-450