

IPM Symposium 2025 Committees & Roles

Committees Still Needing Volunteers

Awards – Meeting times TBD

- Drafts call for nominees
- Reviews nomination packets
- Selects finalists
- Notifies all nominees of final status of nomination
- Coordinates award presentations at event, including collecting PowerPoint slides
- Writes news release(s) to announce results
- Assists contracted support staff in design of printed program, if needed
- Moderate the awards presentations
- Committee rep(s) report activities to the steering committee

Students & Early Career Scientists - Meeting times TBD

- Works with program, finance, awards and poster committees to develop funding, presentation and networking opportunities for students and early professionals
- Organize session volunteers (mostly students) to take headcounts, help with tech issues, etc.
- Committee rep(s) report activities to the steering committee

International – Meeting times TBD

- Works with program, finance and poster committees to develop funding and networking opportunities for international attendees
- Committee rep(s) report activities to the steering committee

Posters – Meeting times TBD

- Updates poster solicitation, reviews submitted abstracts, edits abstracts as needed
- Decides on poster order
- Works with contracted support staff on communications with submitters, poster room layout and time slots
- Manage the student poster competition, including judging
- Committee rep(s) report activities to the steering committee

Silent Auction Committee – Meeting times TBD

- Coordinate the silent auction

Program – Meets the second Wednesday of every month at 11 AM CST, first meeting held 9/13/2023 and on-going

- Works with steering committee to select theme, major topic areas, meeting format (sessions, receptions, breaks, events, etc.)
- Recruit tours and other local events to be held during the meeting
- Updates session solicitation
- Reviews abstract submissions
- Recruits session organizers for key topics
- Organizes plenary sessions including soliciting plenary speakers
- Assigns time slots
- Works with professional coordinator to draft printed program (if needed)
- Monitors concurrent sessions during symposium

- Committee rep(s) report activities to the steering committee

Committees No Longer Needing Volunteers

Steering Committee – Meets the third Tuesday of every month at 11 AM CST, first meeting held 7/18/23 and on-going

- Selects site for meeting
- Keeps track of timeline and budget
- Oversees all other committee work
- Makes final decisions when needed
- Organize the opening/closing plenary session presentations
- Serve on at least one other committee
- Write the welcome letter for the program
- Review the program for final editing

Finance – Meets the third Wednesday of every month at 12 PM CST - first meeting held for 7/19/23 and on-going

- Communicates with past sponsors and exhibitors about opportunities
- Updates and circulates announcements
- Responds to inquiries
- Works with contracted support staff to set budget
- Determines program enhancement fund policy and makes final decisions on support money
- Recommends registration fee amounts to steering committee
- Manages and recruits volunteers for the Silent Auction
- Works with other committees to determine funds available for special needs (i.e., invited speakers, international support, student support)
- Committee rep(s) report activities to the steering committee

New: Industry Partnership Committee – First meeting scheduled for March 7th, 2024

- Works with steering and program committees to develop content and programming that bridges the gap between industry, IPM professionals, Academia and government.
- Assist in publicizing the event to specific industry groups
- Recruits new sponsors and exhibitors by e-mail, telephone and personal contacts
- Identifies possible sponsor opportunities
- Committee rep(s) report activities to the steering committee

Naylor Solutions will handle Local Arrangements/Media/Outreach

- Assists Program Committee to Recruit tours and other local events to be held during the meeting
- Assists in publicizing the event to (specific) local groups
- Helps with general publicity of the meeting to local media outlets
- Locates local dignitaries to speak during the event, as needed
- Secures LCD projectors and computers for use during the event
- Recruits and coordinates on-site volunteers for A/V for each session, slide pre-viewing room, registration, etc.
- Drafts and executes media plan to publicize event, drafts and circulates announcements, arranges for media participation/coverage during event
- Identifies liaisons with key related organizations and media
- Designs media kit to be used during the symposium
- Manage social media (Facebook, Twitter, LinkedIn)
- Committee rep(s) report activities to the steering committee
- Provides support to IPM Institute and volunteers on-site for registration software