

What is the Role of the SPE Staff?

During Forum Planning and Implementation

- Manages details of Forum planning in advance.
- Selects site, facility, and service contractors. Complete the contracts.
- Establishes registration fees based on Forum budget.
- Manages Forum planning production schedule.
- Develops tentative Technical Program with the Steering Committee.
- Develops marketing brochure and initiate targeted distribution.
- Coordinates publicity on SPE website, through mailings, and in e-mail campaigns.
- Attends Steering Committee meetings and document minutes.
- Supports the Steering Committee in developing the Technical Program and selection of participants.
- Manages application and registration process.

At the Forum

- Attends the Forum and manage on-site logistical details.
- Manages room blocks.
- Handles all communications with hotel representatives and contractors.
- Facilitates every Forum arrangements on-site.

After the Forum and Across the Year

- Coordinates any post-forum documentation distribution and archiving.
- Submits recommendations on how to improve the Forum Series to the Forum Series Coordinating Committee (FSCC).
- Works with the FSCC and FSIC to plan new forums.

