VIRTUAL CONFERENCE CHAIR
ROLE & RESPONSIBILITIES

1. A thorough understanding of Zoom features and capabilities (will need to include Zoom in both its current format, as well as new functionality that may be introduced before the Conference).
2. Establish a committee consisting of:
   a. Co-Chair
   b. Virtual Panelists Chair
   c. Virtual Volunteer Coordinator
   d. Virtual Hospitality chair
   e. Virtual Registration chair
   f. Secretary Chair
   g. Language Translation Chair (ASL, Spanish, etc.)
3. Work closely with:
   a. Host City Chair
   b. Host City Co-Chair
   c. Tech Chair
   d. Registration Chair
4. Work closely with:
   a. Tech 12
   b. In-house AV & Technical Staff
5. Understand the IWC Advisory Council Guidelines for putting on a Conference.
6. Be familiar with the GSO AA Guidelines for Conferences and Conventions.
7. Reporting capabilities to the Steering Committee and Advisory Council.
8. Assist in publicizing the virtual conference.