

Appendix A:

ABTS Conference Planning Taskforce Charter

Description: The Association of Big Ten Students is an organization of representatives from the student governments of the Big Ten schools. Each year, ABTS convenes at a Winter Conference to discuss matters pertaining to higher education and more particularly, students. For Winter 2024, Ohio State has been designated the Conference host.

Dates: Thursday, January 25th to Sunday, January 28th

Taskforce objective: The taskforce aims to ensure the seamless planning and execution of the 2024 Winter Conference. This includes managing all aspects of communication, educational/social sessions, catering, lodging, digital media, and volunteer support in addition to other logistics. The specific roles of taskforce representatives are outlined below:

Committee Roles and Responsibilities:

1. Communications Coordinator

- a. The communications coordinator is charged with facilitating and keeping track of all communication to attendees, and answering questions from attendees via messages, emails, and in-person interactions.

2. Educational Sessions Coordinator

- a. The educational sessions coordinator is charged with coordinating ABTS legislative sessions, roundtable discussions, presentations, and speakers.

3. Social Sessions & Tours Coordinator

- a. The social sessions & tours coordinator is charged with managing nightly social events, Ohio Stadium tour, campus tour, and Ohio Union/USG office tour.

4. Food & Lodging Coordinator

- a. The food and lodging coordinator is charged with conducting all aspects of food/beverage at ABTS events, collaborating with other coordinators as necessary. They will also maintain close contact with the Blackwell Inn where attendees will be staying.

5. Technology & Digital Media Coordinator

- a. The technology and digital media coordinator will manage AV/digital media/technology set-up at ABTS events, take pictures, and coordinate with the photographer for the formal photoshoot.

6. Volunteer Coordinator

- a. The volunteer coordinator will lead the recruitment of weekend-of volunteers and manage their participation in the Conference mainly via hospitality.

Building on the structure that has defined past conferences, the taskforce will introduce innovations to make the 2024 ABTS Winter Conference a memorable experience for all involved!