

CMG Conference Newsletter Chair and Assistant Job Description

The Newsletter Chair and Assistant are responsible for editing the daily conference newsletter to inform conference attendees of various features of the conference, including schedule changes, activities, messages from the conference General Chair, etc. The aim is to make the newsletter both useful and readable.

Time Requirements:

Pre-conference

- Set up template for the newsletter (see below under content). In particular, set up the banner, which includes the logo for CMG with year of conference, day and date of newsletter, and editor(s) name(s).
- If copyright material (e.g. Dilbert cartoons) is to be used, obtain authorization for the expenditure from the General Chair and obtain permission from the copyright owner.

At the Conference:

- Saturday afternoon and Monday through Thursday afternoons
 - Gather information for the next issue. It is suggested that you check the drop box several times during the day, to give maximum time to track down clarification if someone submits something that is unclear.
 - Schedule changes
 - Message from the GC
 - Layout the issue
 - Get approval from Administrative Chair (AC), Program Chair (PC) and General Chair (GC) by 3PM
 - **C**heck with the copy center to see how long they will take. Make any requested changes.
 - Take the original to copy center along with the authorization/copy center form (signed by GC). The number of copies required is based on attendance; the GC or AC can provide guidance. Get estimated time for completion from copy center staff. Return customer copy of authorization to HQ accounting staff.
 - Pick up from copy center **BEFORE** their closing time and deliver to the copies to HQ. HQ staff will handle distribution unless otherwise assigned.

In order to help you manage time, our best guess is that you will spend 45 minutes putting things together, perhaps a half hour chasing around for content approvals, fifteen minutes transporting and communicating with the copy center for printing and an additional 10 minutes to pick up and transport the newsletters to the HQ office. This translates to at least two hours on a daily basis. Because of the early/mid-afternoon nature of the assembly and compilation of the newsletter, you may need to pass up attending one or more daily sessions. Therefore, you should be aware of the time constraints and obligations in editing the newsletter. Additionally, this may affect other afternoon volunteer activities for which you have signed up. The newsletter should take precedence unless there is another editor to cover.

- Thursday evening/Friday morning (at end of conference)
 - Coordinate packing with HQ staff.

Newsletter content, format, etc.:

You will be supplied with a computer with a printer at the conference. The computer will be located in a little room, usually the Program Office. HQ staff can give you a key and a directory on the computer to put the newsletters, etc. The computer will NOT likely have INTERNET access so requests for postings cannot be obtained thru the internet.

HQ staff will provide a mail drop slot or box for the GC, President, Program Chair, BOF Chair and HQ to submit publication requests. Check the drop off location several times each weekday morning and prior to publication to make sure that you have all updates for the next day's newsletter.

While a standard format is important, there is no single "perfect" way to accomplish your task. You could use actual newsletter software, but everyone [future editors] is familiar with Word. You will always need the banner, which includes the logo for CMG (with year of conference), day and date of newsletter, and editor(s) name(s). The body can be set up in a variety of ways, e.g., double or single columns, but the message from the General Chair takes center stage, often spanning columns. You will always need any scheduling changes – only those for the remaining days of the conference should be included.

As a final addition (if space or time permits), you may choose to include Humor: cartoons such as Dilbert, quotes from the CMG officers and conference staff, and other quips and phrases you may locate. If using Dilbert or any other **copyrighted** materials, be sure to **obtain permission prior to the conference and coordinate payment with copyright owners and CMG HQ staff.**

The following matrix contains types of information useful for you to include in each daily edition. Depending on conference needs, this list may require modification to address future requirements.

Type of Information	Sun-Mon	Tues	Wed	Thurs	Fri
Message from the General Chair	*				
Sunday Sessions Information	*				
Changes in Sunday Sessions	*				
Internet Café location/hours of operation/Courtesy rules	*	*	*	*	*
Monday user groups/locations/time	*				
Monday CMG meetings	*				
Monday volunteer training session	*				
Opening session location and time	*				

PARS location and time	*	*	*	*	
When and where of meal service	*	*	*	*	*
Bookstore location/hours of operation	*	*	*	*	
Add a sentence or two from next year's GC about the conference. i.e. "join us"				*	*
Exhibitor locations/changes	*	*	*	*	
Sessions changes	*	*	*	*	*
PARS entertainment announcement	*	*	*	*	
BOF signup information		*	*	*	
Scheduled BOFs		*	*	*	
Vendor presentations schedule/location		*	*	*	
Humor (space available)	*	*	*	*	*