

For your planning purposes, here are the roles and responsibilities of each member of the conference planning team:

The **Project Manager** is responsible for the content development and entry into Fonteva, speakers, CES approval, meeting overview description;

Meetings sets up the meeting in Fonteva, responds to registration inquiries, sends weekly registration reports. In the case of a hybrid meeting, a meeting planner would be assigned as usual to manage hotel contracts, logistics, housing, etc.

TSS identifies the best virtual platform available to meet the needs of the project and recommends a producer if needed;

Brand & Engagement performs editing of meeting overview description and statement of purpose, session descriptions, and speaker bios; develops the brand identity if one is required; develops scripts if required.

Product Strategy supports the team with Fonteva and a conference app if needed;

CES provides approval of continuing education and provides speaker pointers;

Content Governance performs final review and posts to aia.org.