

CONFERENCE 2012 : EDMONTON

CANADIAN SOCIETY FOR CIVIL ENGINEERING

125th Anniversary Conference

June 6-9, 2012



Information Session and Planning Workshop



WELCOME!

- Background
- Why volunteer?
- The Local Organising Committee
- Volunteer categories
- Brainstorming: idea sprints
- Wrap-up, 6:30 *sharp*

Fast Facts

- CSCE founded 1887: first engineering society in Canada
- Amongst largest engineering conferences in Canada: 500+ delegates
 - 2010 Winnipeg
 - 2011 Ottawa
 - **2012 Edmonton, Westin Hotel**
- Annual General Civil Engineering Conference and Specialty Conferences
 - Environmental
 - Structural
 - Transportation
 - Another...?

Why volunteer?

- Cohesive, dynamic volunteer team needed for success! Be part of it!
 - Improve the world's civil infrastructure technology
 - Support your profession
 - Networking
 - Professional and leadership development
 - Have fun!



Our first CSCE volunteer:
Thomas Coltrin Keefer
Founding President, 1887

Local Organising Committee (LOC)

- CSCE Annual Conference Guide:

“The complete responsibility for the Annual Conference and associated Specialty Conferences rests with the Organising Committee.”

Local Organising Committee (LOC)

- Team of 12+, including sub-committee Chairs
 - Honorary Chair
 - Co-chairs (Bob and Jeff)
 - Secretary
 - Treasurer
 - Fundraising Chair
 - Program Chairs
 - Coordinators
 - Social Programs
 - Publicity
 - Registration
 - Publications
 - Local Arrangements
 - Companions' Program
 - Tours
 - Courses
 - Industrial Displays
 - Volunteers at large

Local Organising Committee (LOC)

- Secretary
 - Meeting minutes
 - Coordinate printed materials for LOC
 - Correspondence
- Treasurer
 - Budget
 - Accounts payable / receivable
- Fundraising Chair
 - Corporate fundraising strategy and execution

Call for Volunteers!

- Many, many volunteers required in addition to LOC
- Pledge as much time as you wish
- Additional volunteers required at conference itself
- Skill sets and interests needed are very diverse: something for everyone!

Volunteer Categories (1/4)

- **General and Specialty Conference Technical Programs**
 - Solicit abstracts
 - Organise paper reviews
 - Schedule presentations
- **Social Program**
 - Welcome reception, luncheons, awards banquet
 - Menus, entertainment, favours, transportation
- **Publicity**
 - All advertising and promotion
 - Conference brochure
 - Call for papers

Volunteer Categories (2/4)

- **Registration** (consider paid consultant)
 - Procedures
 - Registration kits
 - Nametags and event tickets
 - Recruitment and training of registration staff
- **Publications**
 - Conference brochure, call for papers, conference program, and registration form
 - Conference proceedings
- **Local Arrangements**
 - All in-hotel bookings: technical sessions, courses, CSCE meetings, industrial displays, coffee breaks, speaker preparation room, etc.

Volunteer Categories (3/4)

- **Companions' Program**
 - Excursions for companions
- **Professional Development Courses**
 - Organise pre-conference technical courses
 - Select instructors
 - Arrange CEUs
 - Print course materials
- **Technical Tours**
 - Organise technical tours of broad interest

Volunteer Categories (4/4)

- **Industrial Displays**
 - Recruit and support trade show participants
- **On-site Duties**
 - Audio-visual support
 - Registration and information desk staff, signage updates
 - Ticket takers
 - Sale of CSCE merchandise
- **Volunteers at large**
 - Need to tackle opportunities and challenges as they arise!



i d e a s

- Your input and creativity are ***essential***
- Great ideas can come from ***anyone***
- Have courage to ***innovate***
- ***Share your vision***

Idea Sprint (3 minutes)

- What is the best conference you have ever attended, and what made it so?

Idea Sprint (2 minutes)

- What fun and rewarding social events can we offer?

Idea Sprint (1 minute)

- 2012 specialty conferences:
 - Environmental
 - Structural
 - Transportation
 - _____?
 - e.g., Disaster Mitigation Specialty Conference in Winnipeg

Idea Sprint (2 minutes)

- What truly remarkable Technical Tours can we offer?

Idea Sprint (2 minutes)

- What Edmonton or Northern Alberta Civil Engineering projects deserve History Dedications?

Idea Sprint (2 minutes)

- Name a distinguished civil engineer or influential person who should be Honorary Chair of the 2012 CSCE Conference.

THANK YOU!

- Success of CSCE Conference 2012 rests with all of us: **together, we can do it!**
- **Please submit your volunteer form.** We'll be in touch with each of you in the next month or so.
- Thanks for your support
 - Volunteers
 - CSCE Edmonton Section
 - Faculty of Engineering
 - Department of Civil & Environmental Engineering

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Thank you for your interest and enthusiasm!
Presentation available at www.csceedmonton.org.

