

MARYLAND SCHOOL NUTRITION ASSOCIATION  
DUTIES AND RESPONSIBILITIES OF  
SPECIFIC CONVENTION SUB-COMMITTEE

Name of Sub-Committee: Facilities

Purpose of Subcommittee: To assure the Convention Center is set up properly for speakers and presenters including arrangement of rooms, technology and room locations.

Preliminary Duties:

1. Review convention schedule for times needed for rooms and make sure there are no conflicts
2. Review list of speakers and presenters and their preferences for room layouts, technology needs and special requests
3. Communicate with Convention Center MSNA's needs for the convention and provide room layouts. Verify above with vendor one month prior to convention date.
4. Communicate technology needs to committee members or MSDE for scheduling technical support.

Duties at the Convention:

1. Handle any issues that arise with setup or problems a member/guest might have.
2. Facilitate education sessions and scheduling, arrange signage changes.
3. Obtain keys to upstairs storage area, arrange for secure location of valuables.
4. Provide support to all as needs arise.

Follow-up Duties:

1. Review convention schedule and make sure arrangements were adequate for the needs, adjust as necessary.