

Role	Responsibility
Core planning team	<ul style="list-style-type: none"> - Secure venue - Manage overall project for NLIT - Identify roles and responsibilities - Make decisions on behalf of Argonne and Fermilab Computing senior management teams with their input - Identify the speaking tracks - Create agenda for the event - Manage volunteers
Speaker coordinator (New)	<ul style="list-style-type: none"> - Identify (with core team) and contact potential speakers for keynotes and strategic track - Coordinate the scheduling of the speakers - Communicate with the speakers and ensure they have what they need to speak at the event
Track managers (6 people)	<ul style="list-style-type: none"> - Assist with identifying the speaking tracks - Manage one of the speaking tracks - Coordinate a team of people to review abstract submissions - Communicate selected participants with core team - Plan the agenda for their assigned track - Coordinate room monitors and anything needed to make the track successful including ensuring track participants are scheduled to work the room assigned to that track
Track participants to run the rooms (6-8 people)	<ul style="list-style-type: none"> - Assist with the review of abstracts - Participate with at least one track to review abstracts and assist the track manager with creation of the agenda - Coordinate the logistics of the track room the week of the event. Basically be scheduled to run the room for a period of time to ensure smooth operation of the track
Event planner (1-2 people)	<ul style="list-style-type: none"> - Work with contractor and core team to identify the events that we want to take place (i.e. Sunday Networking, Monday night, Tuesday night outings) - Identify with contractor any events that vendors are providing outside the major group events - Create / provide means of distributing and communicating all events that occurring and how people can participate in those events. Basically, ensure that they get the word out that events are occurring and how to access the event

Registration (2-4 people)	<ul style="list-style-type: none"> - Assist with registration booth on Sunday afternoon and Monday morning - Work with contractor to identify items to be provided to participants during registration - Ensure that all items are available at registration and assist in obtaining or putting together the items if needed
Floaters (5-10 people)	<ul style="list-style-type: none"> - Assist the week of the event where needed either in registration, track room or just to help guide people to rooms, events, etc. - Depending on number of volunteers; we will have a schedule and assigned time slots for these people
Communities of Interest (2 people)	<ul style="list-style-type: none"> - Identify any Communities of Interest meetings that need to occur - Identify the requirements for the room - Obtain any communications from the Community of Interest leader and make sure those are provided in the registration information and to the core team

Estimated Time Commitment Estimated Dates Needed

8-12 hours per month	June 2016 - May 2017
4 hours per month	Dec 2016 - May 2017
12 hours per month	Jan 2017 - Mar 2017
24 hours	Jan 2017 - Mar 2017
24 hours	Dec 2016 - Feb 2016

12 hours	April 30 and May 1, 2017
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12 hours	April 30 - May 3, 2017
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4 hours per month	Jan 2017 - Mar 2017
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