**Responsibilities of the Annual Meeting Coordinator**

1. **Annual Meeting Coordinator will work with the hosting institution to gather the information about the venue of the annual meeting, number of rooms and facilities, arrangements for the Executive meeting and dinner, and lunch arrangements. Then, this information will be shared with the Executive Committee members for their input and to obtain general consensus.**
2. **Annual Meeting Coordinator will also send emails to the section chairs in June/July to remind them about their responsibilities. The Section Chairs will be prompted to send emails to their section members.**
3. **Annual Meeting Coordinator will obtain the Call for Papers from the President-Elect, and then make arrangements for this information together with any other information to be sent to the Printing Company to be mailed to the TAS members. This information will also be sent to the Treasurer and the Section Chairs to be emailed to the TAS members/Section Members and non-members. The Call for Papers will also be sent to the Director of Electronic Communications to be uploaded to the website.**
4. **Annual Meeting Coordinator will organize all the abstracts received and will allocate the rooms and prepare this information for publication in the TAS Annual Meeting Program. The Annual Meeting Coordinator will work with the rest of the Executive Committee Members to obtain the other necessary information for the publication and send the final approved draft to the Printing Company. The program will also be sent to the Director of Electronic Communications to be uploaded to the website.**
5. **Annual Meeting Coordinator will also communicate with any vendors interested in displaying products at the meeting.**
6. **After the conference, the Annual Meeting Coordinator will collect the necessary information from the Section Chairs and submit the abstracts, names of the winners, and the list of the Section Chairs to the Assistant Editor, the addresses of the winners to the Chair of Publicity, and a copy of the Section Chairs to the Director of the Electronic Communications.**