

ROLES AND RESPONSIBILITIES OVERVIEW

Timeline	DSC Chairs	AIS Staff
7 months prior		Conference Sponsorship Brochure complete, inclusive of DSC sponsorship package
???	Begin work on program content	
2 months prior	Work with AIS Conference Director on: Facility location Corner Setup needs (seating, power, internet) Signage Food and beverage	
1 month prior	Work with AIS COO or Administration Director on prizes	

~DOCTORAL STUDENT CORNER CHAIR POSITION~

The Doctoral Student Corner Chair is the President of the Doctoral Student College. The President then selects a team to develop the program for the Doctoral Student Corner. In order to establish continuity, it is recommended team members serve at least 2 years in their position.

~PROGRAM SCHEDULE~

The Doctoral Student Corner programming begins Thursday afternoon and ends Saturday afternoon. Programming cannot overlap with official AMCIS events such as paper session, keynotes, awards etc.

GO TO: Appendix H Conference Schedule of Events

DOCTORAL STUDENT CORNER CHAIR POSITION

~DSC RELATED TASKS~

1. Plan the doctoral student corner program with icebreakers, roundtable discussion topics, and other activities.
2. Coordinate with AIS Conference Director on all details surrounding the setup and management of the corner, such as:
 - a. Budget
 - b. Refreshments
 - c. Signage
 - d. Furniture (e.g., tables and chairs)
 - e. Adequate power access,
3. Work with AIS Office Manager to ensure doctoral student volunteers are staffing the corner in all hours it is open. If possible, include some of the next year chairs as volunteer staffers for the doctoral student corner.
4. Provide information about the Doctoral Student Corner to AIS Communications Director regarding the doctoral corner schedule, program, how to register.
5. Recruit faculty to participate in roundtable discussions.
6. Obtain prizes for participation.
7. Run a buddy group system program to match students at different levels of the program with one another prior to the conference.
8. Coordinate with AIS COO and AIS Conference Director on fundraising, logistics, and other needs for the program.
9. Be present at all Doctoral Student Corner events and ensure the program is running smoothly throughout the conference.

~TIME COMMITMENT~

- Requires approximately 20 hours of work by the doctoral student chair(s) prior to the event
- There are sample icebreakers, lists of faculty volunteers, and procedures that can be reused year to year
- May need to participate in conference committee meetings (usually no more than monthly) to provide updates to the conference chairs regarding their progress.

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