

ROLES AND RESPONSIBILITIES OVERVIEW

Timeline	Sponsorship Chair	AIS Staff
1 year prior		Fundraising Google Doc created Sponsorship history shared
7 months prior	Development of Academic Sponsorship Packages and the Sponsorship Brochure Schedule regular meetings	
4 months prior		Begin Exhibitor solicitation
Ongoing		Communication with Sponsors and Exhibitors

~SPONSORSHIP CHAIR POSITION~

The Sponsorship Chair is responsible for fundraising for the conference. This role is often performed by the conference chairs; however, some conference chairs may choose to recruit someone to help with sponsorship efforts.

~SPONSORSHIP CHAIR RELATED TASKS~

1. To seek out new and unique to the location sponsors and exhibitors. AIS COO will work to renew previous exhibitors
2. To solicit academic sponsors for the conference.
3. To work closely with the AIS COO in identifying and contacting potential sponsors.

~TIME COMMITMENT~

- Time commitment is significant during the first few months of the conference year.
- Once the initial solicitation emails are distributed, staff is available to manage all follow-up. If you choose to monitor the initial emails then more time will be involved.
- Please review the sponsorship process found at Appendix C for more detailed information.

GO TO: APPENDIX C – SPONSORSHIP PROCESS

[Back to Table of Contents](#)