## Society for the Teaching of Psychology (STP)

## Call for Director of STP’s Annual Conference on Teaching

## Applications are currently being accepted for the next Director of STP’s Annual Conference on Teaching (ACT), which is STP’s international teaching of psychology conference held every October in locations across the country.

**TIMELINE:** The new ACT Director will spend 12 months shadowing the current ACT Director, Jordan Troisi, then begin a three-year term as the Director. The shadowing period will begin in March 2020, end in March 2021, and then the new ACT Director will serve until December 2023. Thus, the new Director will begin serving in the full Director role at ACT 2021 (in Louisville, KY), then continue for ACT 2022 and 2023. This position is eligible for reappointment upon approval of the Executive Committee for an additional three-year term.

## RESPONSIBILITIES: The primary responsibility of the ACT Director is to orchestrate the international teaching of psychology conference. Each year, the Director’s duties include developing the conference program, managing the conference website, organizing speakers (both invited and submitted), arranging for audiovisual assistance with either the hotel or a company off-site, running the conference on-site, assessing the conference, incorporating assessment data into potential changes in the conference for subsequent years, and negotiating with a hotel for lodging, presentation rooms, and catering. The ACT Director also writes two reports for the Executive Committee each year. SUPPORT: The ACT Director receives one course buyout or stipend each year of this position. As well, STP pays for the travel, lodging, and travel-related expenses while at ACT. In order to select a new hotel site for the conference (a “site visit”), the ACT Director travels to potential conference cities, typically during the month of March. A budget is provided for the Director for travel, lodging, meals, and travel-related expenses during the site visit. The incoming Director will also receive travel support during the training year.

**APPLICATION PROCESS:** Those interested in serving as the next ACT Director should submit a letter of interest that specifically addresses any relevant experience and/or aptitude for conference programming, a current CV, and a list of three references who could be contacted to provide more information about your programming experiences and aptitude. Please submit your application to the VP of Programming, Angela Legg, at alegg@pace.edu and the ACT Director, Jordan Troisi, jdtroisi@sewanee.edu by January 13, 2020.

***STP DIVERSITY STATEMENT:*** *STP encourages applications from colleagues who are from underrepresented groups and have diverse backgrounds and experiences.*

A set of duties and an annual timeline for the Director of ACT are listed on the next page.

**October/November**

* Determine format of conference.(Read previous year’s conference feedback for suggestions.)
* Form a Steering Committee.
* Examine previous years’ spending to develop a budget which includes anticipated expenses and income sources.
* Seek out keynote speakers, including publisher-supported ones.

**December/January**

* Develop a marketing strategy, including a plan for local recruitment of participants and co-sponsors.
* Begin inviting publishers and businesses to co-sponsor conference.
* Update conference website with STP web editor and the relevant Steering Committee member(s), including registration form.
* Get keynote speakers photos, titles, and bios.
* Begin RFP (“Request for Proposal”) for the next year’s ACT (if ACT 2021 is coming up in October, then this means ACT 2023)—33 months in advance—working with the VP of Programming and STP Executive Director.

**February/March**

* Begin and continue discussion of contract with hotels for RFP for ACT 2 years from now.
* Distribute Call for Proposals after website has been updated.
* Begin localized recruitment with the relevant member of the ACT Steering Committee.
* For yourself, keynote speakers, and members of the STP Executive Committee, send waived conference registration code and make room reservations in the conference hotel.
* Submit report to Executive Committee summarizing ACT from previous year and progress on current activities

**April-June**

* Complete RFP for ACT 2 years from now, sign contract (if ACT 2021 is coming up in October, then this means ACT 2023).
* Proposal deadline. Steering committee completes reviews, and director notifies submitters of acceptances and rejections.
* Check with executive committee in order to provide waived registration for teaching award winners, presidential citation recipients.
* Update the conference website.
* Director advertises the conference.
* Remind publishers and keynote speakers of the dates and times of their talks.
* Draft ACT program.
* Finalize hotel arrangements (space, equipment, basic schedule requirements).

**July/August**

* Director and steering committee finalize the program.
* Check into poster mounting boards for poster session.
* Post conference schedule on ACT website.
* Send a final email for local attendee recruitment with the relevant member of the ACT Steering Committee.
* Check in with keynote speakers to see if they need anything or wish to know anything.
* Set automated emails on the website as reminders in the month before the conference.
* Monitor registration numbers and order 2-pocket folders and nametags, or adjust based on a scheduling app’s use.
* Prepare a September/October to-do list (including hosted dinners out, and intros for keynote speakers).
* Prepare Director welcome/introduction remarks, recruit members of the Steering Committee to introduce other keynotes.

**September/October**

* Double-check all onsite arrangements (including co-sponsor exhibits).
* Send hotel final numbers. Confirm final food numbers (including vegan/vegetarian).
* Print nametags (including 30 blank ones).
* Complete copying and organization of conference packet and registration materials, in addition to scheduling app.
* Stuff conference packets and mail them to hotel or local steering committee member.
* Submit report to Executive Committee summarizing activities and any preliminary information for current ACT