



The Prairie Grain Development Committee (PGDC) is a forum for the exchange of information relevant to the development of improved cultivars of grain crops for the western Canadian prairies.

The PGDC facilitates the annual meeting of the prairie grain recommending committees, as well as providing an opportunity for scientific discussion and communication of research priorities for the improvement of the prairie grain sector.

The PGDC is looking to contract an Event Coordinator to start in the summer of 2021. The PGDC executive will be accepting Requests for Proposals (RFPs) from qualified candidates until June 15, 2021.

The duties of the PGDC event coordinator are listed below. Must be a Canadian Citizen, be eligible to work in Canada, and be available to attend the annual meetings in-person. In your RFP please include: qualifications, relevant work experience, compensation expectations, available start date, three references, and current resume.

The contract for the successful candidate will be made on an annual basis with the possibility for renewal based on exemplary performance. The initial contract will be from summer 2021 until March 31, 2022. The subsequent contract will be from April 1, 2022 to March 31, 2023.

Please submit application package to charlene.wieler@gmail.com by June 15, 2021. Only candidates from selected RFPs will be contacted for an interview.

Main Required Duties of the PGDC Event Coordinator

The PGDC Event Coordinator's main responsibility is coordination of the PGDC meetings which take place each year towards the end of February beginning of March.

Time commitment for the PGDC Event Coordinator is estimated at 200-250 hours per year.

Coordinate PGDC Annual Meeting (held at the end of February – beginning of March) (~20% of time)

- Work as key liaison between PGDC Executive and hotel contacts in Alberta, Saskatchewan and Manitoba
- Review and arrange to sign contracts with designated hotels (2-3 years prior to event)
- Work with Treasurer to submit hotel deposit

- Ensure all guestrooms are blocked and available for delegates at designated hotels
- Review attrition policy with each hotel prior to scheduled dates and revise room blocks to minimize attrition costs
- Work with contact person of each committee meeting for correct meeting title, time of meeting, and room setup
- Work with hotel conference coordinator to plan all meeting rooms meeting the specific needs (room setup and AV) of each committee meeting
- Work with hotel conference coordinator to plan all menus (food & refreshments) at scheduled times for coffee breaks, breakfasts and lunches
- Plan PGDC Reception with menu, food setup and times, and room set up (chairs, tables, AV)
- Review hotel Banquet Event Orders prior to event
- Work on Agenda with PGDC Chair, confirming all times with other committee contacts, and ensure that the final agenda is placed on the website
- Attend the PGDC meetings 1-2 days ahead of the meeting to work through last minute details with hotel and meeting logistics
- Must be on-site and full time during the week of the PGDC meetings (February 27, 2022 – March 3, 2022) (arrive in time to be ready for hotel meetings starting Monday at 9am; depart Thursday at 12 noon). Event Coordinator must stay on-site even if they live in the host city, as they are the point for contact for the hotel as various needs arise
- Work with the PGDC Chair and PGDC Executive in terms of planning the annual PGDC Plenary Session including assisting with travel and accommodation arrangements for invited speakers
- In the event of unforeseen circumstances (e.g. COVID-19) that preclude having an in-person annual PGDC meeting the coordinator will work with the PGDC web-designer and the PGDC Executive to organize on-line meeting options

PGDC Website and PGDC Email (~10% of time)

- Provide all updated annual meeting info to PGDC web-designer and revise as needed
 - Hotel information (phone number and address) along with website hyperlink for guestroom accommodations
 - Agenda
 - Guest attendance info
 - Plenary session info
 - Executive list
 - Annual Meeting details

Registration management (~40% of time)

- Work with PGDC Chair to compile and email the annual meeting invitation letter
- Respond to PGDC emails (Webmail) and phone calls, forwarding to Chair or Executive, if necessary
- Distribute on-line and email receipts to all members and guests
- Review all on-line registrations making sure all guests have permission from executive members

- Review/Supervise database to ensure email addresses are correct for all members and guests and provide corrections to web-designer
- Provide timely reports to each recommending committee (prior to annual meeting) with numbers of people (members and guests) attending each recommending committee meeting
- At registration provide to participants:
 - Name tags
 - Agenda
 - Map of facility to show meeting rooms (as required)
- Manage registration desk at the Annual Meeting (physical attendance at the PGDC conference is required)

Registration set-up (~25% of time)

- Select an online registration company for registrations (PGDC is currently contracted with CVent)
- Set up online registration allowing for member and guest registrations, early registration discounts and selection of appropriate recommending committee
- Attach on-line registration link to website

PGDC Financial Records (~5% of time)

- Ensure that members and guests that cancel registration receive on-line refunds (if cancelled within the refunding dates)
- Work with Treasurer to keep financial records up-to-date (with invoices from hotel, AV, etc.)

Infrastructure

- Provide a laptop for registration desk at the annual meetings
- Provide a mailing address and telephone contact for all PGDC enquiries
- Provide storage space for PGDC records and documents