Thank you for showing interest in planning our sixth annual Intersect: Diversity and Leadership Conference. As a team, we hope to host a moving conference that promotes dialogue, creates connections and inspires action. The Intersect Planning Committee has received campus-wide recognition for its professionalism and hard work. This year, we will be working locally and regionally; student ambassadors from regional schools will be working directly with our committee.

**What is Intersect?**
Intersect, co-sponsored by Elon’s Center for Leadership and Center for Race, Ethnicity, and Diversity Education, is a two-day conference that seeks to educate the campus and community about different ways individual leadership and diversity can collide to make positive differences. The conference will focus on the four pillars: power and privilege, oppression, organizational development and social change. Intersect inspires, engages, and promotes conversations that last beyond the two days.

**When is Intersect?**
Intersect will be held on Friday, November 4 and Saturday, November 5, 2016.

**Overview of the Planning Committee:**
The Intersect Planning Committee consists of ten highly qualified coordinators who volunteer their time and strengths to a specific aspect of the planning and implementation of the conference. The committee will meet every other week after Spring Break and every week during the Fall. Work outside of committee meetings will be needed and expected during the Fall.

**Available Positions:**
- Logistics Coordinators (2 people)
- Marketing Coordinators (2 people)
- Sponsorship Coordinators (2 people)
- Education Coordinators (2 people)
- Volunteer Coordinators (2 people)

**Application Timeline:**
- Applications available: Sunday, March 27th
- Committee information session: Monday, April 4th at 7:00pm in the CFL
- Applications due: Friday, April 15th at 12:00pm (noon); applications can be submitted to the CFL or the CREDE
- Committee Interviews: Monday, April 18th and Tuesday, April 19th
- Notification of Committee Selection: Friday, April 22nd
- Committee Meetings: The first Committee Meeting will take place the week of April 25th

**Questions?**
Do you have questions about the Intersect Conference Planning Committee or the application? If so, please contact Jason Brunette (jbrunette@elon.edu), the Center for Leadership Intersect Conference Student Director or Charleen Martins Lopes (cmartinslopes@elon.edu), the Center for Race, Ethnicity, and Diversity Education Intersect Conference Student Director.
**Benefits of Joining the Committee:**
- Build up your portfolio with concrete examples of professional work.
- Contribute to University efforts to expand Elon’s commitment to diversity.
- Participating in an **AWARD WINNING** committee! The Intersect Planning Committee was recognized for organizing the “Event of the Month” through the Student Government Association’s SOAR Award.
- Explore what diversity means to you and your own commitment to diversity.
- Joining a group of like-minded students that recognize the importance of diversity and leadership.

These are only a few reasons as to why this experience is invaluable. Please also note that **the members of the Intersect Planning Committee do a lot of hard work.** A successful event relies on a dedicated, hardworking and professional team—we hope that this year’s committee members reflect these same values. Please make sure you are willing to work as hard as previous members have, if not harder, to make Intersect an even more successful event.

**Committee Member Descriptions**

**Logistics Coordinators (2 people)**
- Run and manage day-of-conference logistics that include but are not limited to: minute-to-minute agendas, coordination of schedules, and conference signage.
- Work with Marketing Coordinators to create and display conference signage.
- Work with Volunteer Coordinators to ensure that volunteer schedules are in place.
- Work with Dining Services and catering to create conference dining menu.
- Work with Moseley Center Staff for room reservations.
- Work with Event Technology for technology needs.
- Work with Physical Plant for room setup and accommodations.
- In charge of the “smoothness” of the event and will manage all volunteers and staff via walkie-talkie on the day of the event.

**Marketing Coordinators (2 people)**
- Design print publications which may include: flyers, postcards, banners, conference, signage, etc.
- Design e-publications which may include: flyers, e-blasts, cover photos, save the dates, etc.
- Design any other relevant graphics for conference purposes.
- Manage all Intersect social media accounts including Facebook, Twitter, and Instagram using #ElonIntersect.
- Used aforementioned platforms to post reminders and statuses about Intersect.
- Host Twitter contests and other relevant social media related events.
- Provide website update information to Professional Staff.

**Sponsorship Coordinators (2 people)**
- Work with Professional Staff to secure on-campus financial sponsors.
- Secure community financial sponsors, such as local businesses and organizations.
- Seek out donations, such as mugs, t-shirts, gift cards, etc.
- Organize fundraising events and profit shares.
- Select gifts for presenters, volunteers, and attendees. Get quotes, final count, order gifts and monitor shipment.
**Education Coordinators (2 people)**
- Take the lead on recruiting student presenters.
- Secure and communicate with entertainment for Friday's dinner and possibly Saturday's lunch.
- Work with Professional Staff to recruit faculty and staff educational session presenters and Friday’s dinner keynote speaker.
- Communicate with educational session presenters, including faculty, staff, and students.
- Work with Logistics Coordinators to create the educational session presenter schedule and assign presenters to rooms.
- Organize roundtable discussion topics and secure students, faculty, and staff to lead roundtables.
- Gather educational session information from presenters, such as titles and abstract for the Conference booklet and website.
- Provide website update information to Professional Staff.

**Volunteer Coordinators (2 people)**
- Work with Intersect Planning Committee to identify volunteer needs.
- Recruit student volunteers.
- Run the volunteer meeting to provide volunteers with assignments and review responsibilities.
- Train all volunteers on their day-of-conference responsibilities.
- Create volunteer schedule.
- Manage both the Volunteer and Registration check-in tables.
- Ensure volunteer hours are logged with the Kernodle Center.

*Please Note: that these duties are only a SNAPSHOT of the most important duties. Other duties as assigned are expected from all committee members*
Intersect Conference Planning Committee Application

Name: _________________________________________________________________________________

Elon email: _____________________________________________________________________________

Year: _________________________________  Cell Phone: _________________________________

Major(s): ________________________________________________________________________________

Minor(s): ________________________________________________________________________________

GPA: _________________________________

Have you attended an Intersect Conference?  Yes ___________ No ___________

Please rank up to three positions you are interested in, with 1 being the highest of interest and 3 being of the lowest in interest.

_____ Logistics Coordinator

_____ Marketing Coordinator

_____ Sponsorship Coordinator

_____ Education Coordinator

_____ Volunteer Coordinator

List ALL your commitments for Fall 2016. Please include student and community organizations, memberships, leadership roles, and jobs.

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Why are you interested in being a part of the Interest Planning Committee?

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How will your experience, skills, and education contribute to the positions you are interested in?

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As an Intersect attendee, what did you gain for your conference experience?

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What ideas do you have to improve the Fall 2016 Intersect Conference?

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Please return completed application to the Center for Leadership or the Center for Race, Ethnicity, Diversity, and Education by Friday, April 15th at 12:00pm (noon).

Questions? Contact Jason Brunette (jbrunette@elon.edu) or Charleen Martins Lopes (cmartinslopes@elon.edu)