

Administrative Support Tasks for Balint Leadership Intensives

- meet regularly (once a week at times) with hosts to keep tasks on track and give updates.
- submit application for CE/CME accreditation
- assist in providing information (such as faculty disclosures) to CE/CME organizations
- create/maintain all files pertaining to the event: registration spread sheets, faculty contact information, correspondence, brochure, budget, promotional mailings, evaluations, hotel information, syllabus, signs and forms needed during the intensive, etc.
- liaison with ABS treasurer and website manager as Intensive is announced on the website and registration/payment mechanism is being created and used by the registrants
- function as the contact person (via phone and email) for all registrants or those inquiring about registration
- collect information from registrant spread sheet to provide weekly reports as needed by hosts
- design and send out save the date emails (and post cards if hard copies are sent)
- help with design of brochure (and printing if hard copies are sent)
- email (or arranges for surface mailing of) save the date cards and brochures
- liaison with hotel regarding registrants
- coordinate with hotel, restaurants on time, menu choices and head counts
- help create evaluation forms and prepare them for syllabus
- collect and prepare all materials to go into syllabus, prepare syllabus binders for Intensive
- print and prepare:; name tags, room signs, attendance rosters, CE/CME certificates of completion
- on-site first day of Intensive to check and correct contact information, complete registrations and troubleshoot
- send out confirmation emails and/or complete missing registration information, payment
- provide head count & food breakdown to hotel for catering
- on-site last day of Intensive if needed to collect evaluations and help distribute CE/CME certificates
- after intensive: Prepare evaluation summaries (daily and general)
- submit final registration list, contact information, small group list, evaluation summaries and final accounting to hosts for approval before sending to Intensive Coordinator
- send clean syllabus to Intensive Coordinator
- maintain CE/CME records for required time