

# International Chair

The Chair's responsibility is to provide content to the International co-Chairs for dissemination and to maintain track of the process. After the CfP is distributed and deadlines are past, people in this role are responsible for publicising the conference to attract attendees.

More specifically the International Chair has the following responsibilities:

- Design, format, disseminate and market the CFP in mailing lists via email and social media (e.g. Twitter, FaceBook, Instagram, etc.) before and during the conference.
- Update and extend the mailing list for the dissemination of information for the conference.
- Update and extend the contact list of International co-Chairs for the dissemination of information for the conference.
- Communicate with the International co-Chairs on a regular basis to send announcements and reminders and create momentum.
- Communicate with the International Chairs the information to be disseminated via their channels and track and report on their progress. Plan and prepare welcome / conference overview sessions for attendees online and on location with Virtual Campus & Online Chair and Local Chairs, respectively.

The International Chair is appointed for serving for a 2-year term. The first year in an apprentice role to a more experienced chair.

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