

Conference Coordinator, LLC

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Resume

Alaska - June 9-12, 2020

2nd Annual [Alaska Walk & Bike Conference](#)

The 2020 Alaska Walk and Bike Conference will take place from 9:45 a.m. to 12:15 p.m. on Tuesday through Friday, June 9-12. [Click this link](#) to register for the conference. Each day's agenda will open with a specialist discussing the science and evidence of that day's theme, followed by another speaker who will feature an Alaska example. There will be an opportunity for attendees to 'chat' and share information after each day's events.

Alaska Breastfeeding Coalition Conference Conference Coordinator

**Anchorage, AK - April 2007, 2008, 2009,
2010, 2011, 2012, 2013, 2014, 2015, 2016,
2017, 2018, 2019, 2020**

Duties of the coordinator include creating a timeline for keeping planning committee members on task, by consulting and advising through face-to-face and teleconference meetings; creating marketing plan; coordinating printing of conference materials; coordinating on-site registration process, and act as liaison with hotel to include tasks such as audio visual needs; room set up; and, food and beverage orders. Speaker coordination includes, extensive work with continuing education applications.

Alaska Health Summit

Anchorage, AK - January 2020

The purpose of ALPHA is the advancement of the public's health.

ALPHA works to identify, raise awareness about, and advocate for public health in Alaska. The Alaska Health Summit Conference is attended by 200 people and provides education for health care providers. Conference coordination services included: coordinate, record and facilitate planning committee meetings; coordinate and implement call for proposals and facilitate the evaluations of submitted proposals; coordinate 140 speakers including plenary and workshop presenters; coordinate continuing education component; track sponsors and exhibitors for recognition and logos; create Guidebook App site for speakers, attendees, exhibitors and sponsors; create online registration process and track progress; act as liaison with hotel and planning team for catering, room set up and lodging issues; coordinate with AV company to implement technical issues for presentations; and, coordinate pre and post summit sessions.

1st Annual Empowerment Through Employment Conference Coordinator

Anchorage, AK - October 2019

The Empowerment Through Employment Conference brought together employment specialists, IDD and behavioral health providers, advocates, employers and state agency staff to strengthen efforts to educate and employ Alaskans with disabilities and/or behavioral health disorders. Conference coordination services included development of [website](#), committees and subcommittees staff and task/timeline coordination (all aspects of planning meetings); communication and coordination with presenters and VIPs; coordination of airline reservations, hotel reservations, ground transportation and agreements thereof for scholarship recipients; lodging, meeting space, food and beverage coordination with selected venue; audio visual coordination with presenters (gathering materials and equipment) for selected venue and/or selected AV company; registration tracking and management; content production and printing; and, on-site management.

Alaska Native Science & Engineering Annual Event Logistics Coordinator

**Anchorage, AK – January 2012, 2013, 2014,
2015, 2016, 2017, 2018, 2019, 2020**

The Alaska Native Science and Engineering Program, or ANSEP, is a successful program whose goal is to recruit and retain Alaska Native students into engineering and science degree programs. Every year a banquet is held to promote and recognize contributors to the ANSEP program. This banquet involves coordinating details with an intense schedule of events. Coordinator duties for more than 1300 people to attend this event include capturing RSVPs; Native Alaska Dance group performances; audio/visual tech support; VIP reception of multi-million dollar contributors, high-profile keynote presenter; and, food and beverage order.

All Alaska Pediatric Symposium

This conference is considered Alaska's Basecamp for continued pediatric training. Due to the remote locations of Alaska this is the best opportunity to learn about pediatric innovations in Alaska and the nation, network with top local and national colleagues and earn CME/CEU credits. Duties include creating the Symposium website to include registration information via Constant Contacts; CME/CEU credit coordination that involve in depth work with presenters; and, creating and utilizing information in Guidebook App.

**Anchorage, AK – November 2017, 2018
October 2019**

**Alaska Rural Providers' Conference
Conference Coordinator**

The Rural Providers' conference duties for the coordinator include creating agendas and taking meeting notes to keep the Statewide and the Local planning members on task. Other duties include creating a registration based through Eventbrite, tracking registrations received, a site visit to Fairbanks, creating the conference registration packet and conference booklet, submitting CEU applications and coordination of presenter travel. More than 300 people attend.

**Dillingham, AK – May 2011 & May 2012
Fairbanks, AK – June 2013 & June 2014
Nome, AK – June 2015 & August 2016
Anchorage – July 2019**

**47th, 48th, 49th and 50th National American Indian Court
Judges Association (NAICJA)**

The National American Indian Court Judges Association (NAICJA) has been providing needed information and training for tribal judges, peacemakers, tribal council members and court staff at its *Annual National Tribal Judicial and Court Personnel Conference*. This conference is typically attend by nearly 200 with close to 50 presenters for general and concurrent workshop sessions. Duties for coordinating this event included logistics for attendee registrations, exhibitors, venue/on-site coordination, audio-visual assistance, food and beverage coordination, gathering of presenter materials and printing of conference materials to include creating and utilizing information in Guidebook App.

**Morongo, CA – October 2016
Isleta – Albuquerque, NM – October 2017
and October 2018
Mystic Lake, Minneapolis – October 2019**

**8th, 9th, 10th, 11th, 12th, 13th, 14th, 15th & 16th National Indian
Nations Justice for Victims of Crime Conference
Conference Coordinator**

The Tribal Law and Policy Institute as an Indian owned and operated non-profit corporation was contracted through the Department of Justice, Office for Victims of Crime to organize, design and deliver the National Strengthening Indian Nations – Justice for Victims of Crime Conference. Under nine consecutive contracts I coordinated the logistics of this conference that took place in Palm Springs, California. The 2018 conference had more than 1300 participants that included over 180 presenters. The overall coordinator duties included acting as liaison for hotel negotiations and contact person for the hosting hotel as well as bringing in five more hotels for ancillary events. The multiple ancillary events were included in the coordination duties. Contractual duties also included working with more than 180 presenters for 72 workshops for gathering their materials, setting up and utilizing Guidebook App; and coordinating audio/visual needs, room set up and catering.

**Palm Springs, CA - December 2002, 2004,
2006, 2008, 2010, 2012, 2014, 2016, 2018**

**Inuit Circumpolar Council – General Assembly
Logistics Coordinator**

This General Assembly is a combined effort of four countries of Inuit People of the Circumpolar north. Coordinator duties were to troubleshoot all event planning (including speaker materials, bios, photos); submitting CITES permits and inspections, lodging, special needs of participants and detailed on-site coordinating of conference set up and implementation

**Nuuk, Greenland - June 25 – July 2, 2010
Inuvik, Canada – July 19 – July 26, 2014
Utqiagvik, Alaska – July 16 – July 19, 2018**

**Second World Indigenous Peoples' Conference
On Viral Hepatitis**

This conference provides a platform to profile and further the conversation on viral hepatitis in Indigenous communities throughout the world. The conference is led by Indigenous people and is designed for Indigenous peoples, clinicians, those working in Indigenous health and civil society organizations for 200 participants and presenters throughout the world. Coordination duties include budgeting, negotiating contracts for venue(s) including food and beverage, volunteers, audio-visual support, marketing, speakers / program / agenda, abstract submissions, registration platform, conducting and recording planning meetings, and creating conference materials to include the Guidebook App. for attendees to use in lieu of a printed conference program.

Anchorage, AK – August 2017

Conference Coordinator, LLC Previous Conferences Experience:

Joint Summit MCDR + AKPQC, Conference Coordinator
Anchorage, AK - January 23 & 25, 2020

Alaska Native Claims Settlement Act (ANCSA) Regional Association, Event Planner
Anchorage, AK - October 2019

Alaska Plants As Food and Medicine Conference, Conference Coordinator
Girdwood, AK – May 2013
Anchorage, AK – May 2014 & Sept. 2016

Alaska Statewide MCH & Immunization Conference, Conference Coordinator
Anchorage, AK - September 2008, 2010, 2012, 2014, 2016 & 2018

Alaska Native Elders and Youth Conference Arts & Opps Showcase, Logistics Coordinator
Anchorage, AK – 2011 & 2012, 2014, 2015
Fairbanks, AK – 2013

4th International Sea Duck Conference
Seward, AK – September 12-16, 2011

Fostering Connections Tribal Gatherings
Oklahoma City, OK – August 2 & 3, 2011
Seattle, WA – August 16 & 17, 2011
Minneapolis, MN – September 13 & 14, 2011

2011 Tribal Combined Annual Skills-Building Training
Spokane, WA – May 17-19, 2011

Zoonotic and Parasitic Infections in Alaska (Z-PAK):
Fairbanks, AK - August 11-12, 2010

Northern Forum General Assembly
Whitehorse, Canada – September 2009

Indigenous Peoples Global Summit on Climate Change
Anchorage, Alaska - April 20 – 24, 2009

Frontier Models of Leadership: Learning from Communities
Tucson, Arizona & Phoenix, Arizona – September, 2005 to September, 2008

Nerland Agency – Employee Appreciation Scavenger Hunt
Anchorage, Alaska - April 18, 2008

Climate Change & Impacts on Human Health in the Arctic – Workshop
Anchorage, Alaska - February 2008

Nerland Agency - Project Manager.
Anchorage, AK - May 2007 – May 2008

State of Alaska, Emergency Medical Services (IPEMS) Meeting
Anchorage, AK - July 2007

Helicobacter pylori – Peer Review Meeting
Anchorage, AK - July 2007

Conference Coordinator, LLC Previous Conferences Experience (continued):

Tribal Forum on Legal Foundations for Public Health Practice in Indian Country
Anchorage, AK – May 2007

The Alaska Child Maltreatment Conference
Anchorage, Alaska - October 2004 & October 2006

Embracing Our Traditions, Values and Teachings: Native Peoples of North America HIV/AIDS Conference
Anchorage, AK – May 2006

Alaska Association of WIC Coordinators Meeting
Anchorage, AK – Oct. 2003, May 2004, October 2004, May 2005, October 2005, April 2006, October 2006

The Alaska Native Health Research Conference
Anchorage, AK - March 2004

The First & Second Annual Workforce Investment Act Conference
Anchorage, AK - October 2001 & November 2002

Linking Family Services in Chugiak/Eagle River
Eagle River, AK - June 2002

Alaska Health Summit '97 '98 & '99
Anchorage, AK - November 1997, 1988 & 1999

Alaska Rural Domestic Violence and Child Abuse Workshops – July 1998 to July 1999

Anchorage, AK
Barrow, AK
Cordova, AK
Dillingham, AK
Fairbanks, AK
Dutch Harbor, AK
Ft. Yukon, AK
Galena, AK
Glennallen, AK
Ketchikan, AK
Kotzebue, AK
Sitka, AK
St. Mary, AK
Nome, AK

Alaska Tobacco Control Alliance Conference
Anchorage, AK - January 1999

“Train the Trainers” Workshop – Alaska Family Violence Prevent Project
Anchorage AK - December 1997

Early Intervention Conference - State of Alaska, Section of Maternal Child and Family Health
Anchorage, AK – February 1997

Healthy Families Conference
Anchorage, AK - August 1996

Tenth International Congress on Circumpolar Health
Anchorage, AK - May 1996

Conference Coordinator, LLC Detailed Conference Experience

- Create and launch virtual conference experience via Zoom.
- Create and utilize information in Guidebook App. for attendees to use in lieu of a printed conference program. The Guidebook App holds information for each presentation, presenter bios, chat rooms and scheduling assistance for attendees.
- Maintain a budget of \$350,000 for the State of Alaska to coordinate the Alaska Rural Domestic Violence and Child Abuse Workshops.
- Responsible for all conference budgets to include: facility, meals, a/v needs, registration packets, participant stipends, participant travel, speaker stipends, speaker travel and coordinator salary.
- Coordinate travel and lodging accommodation arrangements for speakers and participants to include payment and ensure that the proper paperwork is obtained and maintained per the contractor agency's travel policies and procedures.
- Conduct telephone interviews with selected sample of participants for a needs assessment and compile results.
- Organize and work with steering committees and subcommittees for overall conference goals and objectives including distribution of minutes and agendas.
- Coordinate, in collaboration with Continuing Education committees, to obtain continuing education credits for conference participants.
- Arrangements for registration packets to include ordering and gathering of materials, assembling, printing name badges, sign-in sheets, and CEU materials.
- Coordinate with a steering committee the development of publicity notices and press releases.
- Development of process for conference volunteers to include recruitment, orientation of etiquette and procedures for registration desk staffing and speaker assistant staffing, handling of funds received at registration desk and trouble shooting of last minute conference emergencies.
- Coordinate with steering committee to evaluate workshop call for presentations and develop a conference agenda according to the conference goals and objectives.
- Coordinate with conference facility for room set-up, workshop schedules a/v needs, meals and breaks and parking arrangements for registrants.
- Coordinate and collaborate with the local Convention and Visitors Bureau and the major local hotels for accommodations for VIPs, speakers and registrants.
- Schedule and organize with committees to develop evening social events to include accommodations, notices, agendas, brochures, etc.
- Solicitation and confirmation for exhibitors and exhibit space and solicitation of donations for gifts to be given as door prizes.
- Develop an evaluation form and format for collection of information from participants, to submit to the steering committee as an overall conference summary.
- Prepare and mail thank you letters, certificates of attendance, etc. to participants and speakers.