



WORLD TRADE CENTER®
SEATTLE

Program Advisory Committee

The Program Advisory Committee (PAC) will consist of three to five members who would like to assist with program ideas and development. Committee members will be selected through an application process.

The expectations for the PAC members are as follows:

- * Meet at least two times per year, for no more than 60 minutes, at the WTCSE to review program ideas (beverages and snacks provided).
- * The PAC will select four program ideas, including at least two of the top suggested programs from the membership survey, to host in April, June, September, and November on Tuesday, Wednesday or Thursday.
- * The PAC will suggest the main program descriptions and deliverables, including:
 - What will people learn from the program?
 - Who are the speakers and the program moderator?
 - What is the ideal date and time for the event?
 - Are there any potential sponsors for this program?
- * The WTCSE will price out the program and determine available dates.
- * The PAC will reach out to program speakers and secure their involvement. This includes collecting their biography and headshot and reviewing the program deliverables to submit to the WTCSE.
- * The WTCSE Director and Member Program Manager will assist the PAC in setting up a conference call to review potential panel questions and deliverables of the programs.
- * The WTCSE will provide the program marketing material and upload it onto our website and Brown Paper Tickets.
- * In addition to the WTCSE, the PAC is responsible for spreading the word about the program to colleagues and sharing the event on their social media outlets and with other organizations to help build attendance.
- * The PAC is welcome to attend each of the four programs at no charge and to serve as a greeter at the event.
- * The PAC will be given the attendee lists in advance.
- * Members on the PAC will have a one-year term on committee unless special circumstances apply.

If interested in joining the PAC, please contact Elizabeth Levin, at elevin@wtcseattle.com or 206.269.4148 to express your interest.