

Sharing a Vision Conference 2009

Session Facilitator Duty Description

Thank your for agreeing to be a session facilitator. By doing so, you are helping the Sharing a Vision Conference run more smoothly, and at the same time guaranteeing yourself attendance at this session.

- Please try to arrive at the session room ten minutes before the start of the session.
- Introduce yourself to the session presenter(s), and find out if there is anything that you can do for them to help them prepare for the session.
- If they need some equipment or something that requires leaving the session room, please enlist the aid of the floor monitors in your area.
- As the session attendees arrive, pass out the evaluations in the packet you picked up.
- If the presenter wants you to, please pass out session handouts.
- If the room becomes filled to capacity, close the door, and enlist the assistance of a floor monitor to ask attendees to find another session to attend.
- After the session is over, stand at the door and collect the completed evaluations.
- Return all completed and blank evaluations to the envelope and return the envelope to the Facilitator Table as soon as possible after the session.

Thank you and enjoy the rest of your conference!