General Information

- When you check in at the conference, you should receive the packet for the session for which you are serving as facilitator.
- Session packet will include evaluation forms for your session.

Expectations

- Arrive at room at least 10-15 minutes before session is scheduled to begin.
- Introduce yourself to the presenter and ask how they would like to be introduced.
- Please check to verify pronunciation of name and accuracy of title and institution.
- Check with presenter to make sure their technology is working correctly (if there are problems located someone from LAC or visit the conference registration desk).
- Check with presenter to see if they need any assistance during the presentation (distributing materials, etc).
- Greet attendees as they arrive.
- Distribute evaluation forms to attendees.
- Promptly at the scheduled start time, introduce yourself including name and institution.
- Introduce the presenter.
- Remain in the session throughout to assist the presenter if there are any technology or other issues.
- Be cognizant of the time and assist the presenter with any timekeeping needs.
- At the end of the session, thank the presenter on behalf of OACRAO and remind attendees to complete their session evaluation.
- Collect evaluations at the door.
- You can allow the presenter to review the evaluations or they can wait for the results to be emailed to them.
- Place session evaluations into the envelope and drop off at the registration desk or into the evaluation collection boxes located throughout the hotel.
- Attendees may take the form with them and return it later to one of the drop boxes but the preference is to receive the form before they leave the session.
OACRAO

Guidelines for session presenters who are not attending conference

- Whenever possible, presenters should be attending conference or from host city
- Any mileage reimbursement must be approved one month in advance by President, VP of Programs, LAC Chairs, and Treasurer.
- Mileage reimbursements should be included in LAC budget.
- OACRAO members or staff from OACRAO affiliated offices (ie. Potential conference attendees) are not eligible for reimbursement.
- Presenters whose registration fee has been waived will not receive conference materials with the exclusion of a nametag
- Presenters whose registration fee has been waived are not eligible for meals.
- Drive time should be taken into consideration when scheduling presentations to avoid overnight stays.

Note: These policies do not apply to keynote or special event speakers