# Session Coordinator Duties

## When setting up your session:

- Be clear on your topic and what you want covered in the session.
- Let them know who their target audience is (General Audience, Attorneys, Child Support Staff, Collection Officers, supervisors or Managers).
- Give them a Speaker Information Form.
- Let them know we would appreciate an electronic version of handouts, power point or other presentation information to go on our website.
- Ask if they plan to attend the conference – we do not pay for mileage, rooms, or meals if they are registered to attend.
- **If a speaker is not attending conference – we will pay for meals and/or mileage if needed. If a speaker has less than a three hour drive and is speaking in the afternoon, we will not provide overnight accommodations. The Program Chair needs to be consulted <u>prior</u> to submitting the Speaker Accommodation Form to approve).**
- Complete the Session Coordination Form on-line.
- Complete the Speaker Accommodation Form on-line (if speaker is not registered to attend).
- If the presenter plans to have handouts – suggest a minimum of 150 copies. If you know the session is in a bigger room, we may need more. If your speaker asks you to provide copies, please make arrangements to copy and bring the handouts to conference.
- If there is a speaker fee, obtain approval from the Program Chair.
- Be certain a room monitor is assigned to attend the session to introduce the speaker and ensure everything is working.
- **REMEMBER** – live PRISM cannot be used – a training region needs to be set up through DHS.

## At the conference:

- Pick up **session evaluation forms** from registration desk. Since the Attorney & Collections tracks stay in the same rooms for the most part, your forms are bundled together for the entire conference. You will need to pass them out and collect them at the end of the session. Please hang on to the clip you received them in & keep them together to prevent the need to do major sorting after the conference. Thanks!! Turn in to Program Chair or leave in the evaluation box by the registration table.
- Each room will have signs indicating the session is full, reminding people to turn off cell phones, etc for the room monitor to use.
- Each presenter needs to be **introduced** by the room monitor (if you do not want to do this, you will need to find someone who will). The introduction should include the name of the presenter and topic. Along with introducing the speaker, please remind attendees to complete the evaluation form and leave it with you on their way out to help us provide a quality conference for them in the future.
- **Remind people to turn off cell phone and pagers.**
- **Try to close doors when session is full and direct people to other sessions.**
- Make sure your presenter has everything that they need. If something is **not working correctly please go to the Registration Table.** If it is something with a computer or LCD you might need the AV Coordinator.
- Each presenter that is requesting reimbursement must fill out an expense form to be paid. For the most part, we would prefer to mail a check within a week but will pay presenters the day of the presentation if necessary. **NOTE: This does not include mileage and meal reimbursement for State Staff – all of these checks will be mailed after the conference.**
- Copier – we will not have a copier available at the Registration Area. If your presenter did not bring enough handouts, people will have to get them from the web site after the conference.
- **If at all possible, make arrangements to have the handout material electronically sent to Lou Anderson to put on the web. If this is not possible, please give a clean copy of the handout to Lou for possible scanning. (Lou's e-mail is unicornlfa@charter.net) This should happen immediately after the conference.**
- We have Thank You notes available at the registration table. Please be sure to thank your presenter's for their time and contribution to our conference.