



OACRAO Session Facilitator Information & Expectations

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.

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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