



Minnesota Family Support and Recovery Council

2017 SESSION COORDINATION FORM

Complete Speaker Accommodation forms as necessary for speakers presenting at this session.



It is absolutely essential that we have complete and accurate information by June 30, 2017.

The Speaker Accommodation form (if we need one) is due by July 28, 2017.

Session Coordinator:

Phone:

Email:

PLEASE BE SURE SPELLING IS CORRECT

Session Information:

Only one session per form. If you are coordinating more than one session, you must complete a session coordination form for each session for which you are responsible.

Title:

Intended Audience: General Audience Attorneys CS Staff Supv/Mgrs Collection Officers

Track Number:

1 2 3 4
5 6 7 Keynote

Day: Sunday, October 1
 Monday, October 2
 Tuesday, October 3
 Wednesday, October 4

Time: AM PM

From:
To:

Please confirm accurate spelling of speaker's name and title.

Speaker 1 name:	Speaker 1 title:	Attending conference? <input type="checkbox"/> Y <input type="checkbox"/> N
Speaker 2 name:	Speaker 2 title:	Attending conference? <input type="checkbox"/> Y <input type="checkbox"/> N
Speaker 3 name:	Speaker 3 title:	Attending conference? <input type="checkbox"/> Y <input type="checkbox"/> N
Speaker 4 name:	Speaker 4 title:	Attending conference? <input type="checkbox"/> Y <input type="checkbox"/> N
Speaker 5 name:	Speaker 5 title:	Attending conference? <input type="checkbox"/> Y <input type="checkbox"/> N
Speaker 6 name:	Speaker 6 title:	Attending conference? <input type="checkbox"/> Y <input type="checkbox"/> N

Session Description:

Please write a complete and detailed **paragraph**, which will be edited if necessary. This is the information that will appear in the program. Session attendance will be based on how clearly and accurately you describe your session.

Enter session description.

Room Set Up:

All sessions will be set up as a combination of classroom/theatre style or with round tables in the larger rooms. A speaker table with podium and microphone will be at the head of the room.

Additional room needs:

- | | | |
|---|-------------------------------------|--|
| <input type="checkbox"/> Another table in front of room
(in addition to a speaker table) | <input type="checkbox"/> Flip Chart | <input type="checkbox"/> Other: Please describe the need |
|---|-------------------------------------|--|

Additional Sound needs:

- | | | |
|--|---|--|
| <input type="checkbox"/> Cordless Microphone (may not be available in smaller rooms) | <input type="checkbox"/> Additional Microphones | <input type="checkbox"/> Sound system for music or video |
|--|---|--|

Technology needs:

There is a projector screen in each room.

- | | | |
|---|---|---|
| <input type="checkbox"/> LCD Projector | <input type="checkbox"/> WIFI | <input type="checkbox"/> Internet access |
| <input type="checkbox"/> PRISM access (there is not access
To PRISM production, if you are using PRISM contact the Training Unit at CSD for a training region) | <input type="checkbox"/> DVD or CD player | <input type="checkbox"/> Other Please describe the need |

Computers will not be provided. Please bring your own lap top if you need a computer

Speaker Bios:

Bios are necessary **only** for **outside** speakers (not a member of MF SRC). Bios may be sent as separate attachments.

Speaker 1 bio:

Speaker 2 bio:

Speaker 3 bio:

Speaker 4 bio:

Speaker 5 bio:

Speaker 6 bio: