



2021 Session Coordinator Duties Virtual Conference



07/14/2021

Thank you for volunteering to be a session coordinator for the 2021 MFSRC conference. Your help is appreciated and is what makes this conference successful year after year.

When setting up your session with the presenter:

- Be clear on your topic and what you want covered in the session and how long the session is.
- 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.
- **If you are working with a paid speaker:**
 - If there is a speaker fee or honorarium, obtain approval from the Program Chair in advance of booking the speaker.
 - The Program Chair must be consulted prior to submitting the Speaker Accommodation Form for approval.
 - Complete the Speaker Accommodation Form on-line. Email it to mfsrc.board@gmail.com for approval.
- Let them know we need an electronic version of handouts, power point or other presentation information to go on our website and give them a deadline of at least a few days before our deadline to ensure the handouts can be placed on our website prior to the conference.
- All speakers must use the MFSRC PowerPoint template which is located on our web page. Please be sure you communicate this to your speaker and provide the file.
- Complete the Session Coordination Form. All fields are important for set-up in the program.
 - Please submit the WORD version, not a PDF.
- **REMEMBER** – live PRISM cannot be used – a training region needs to be set up through DHS.
- Each presenter that is requesting reimbursement must fill out an expense form to be paid. We will mail a check within a week of the conference.

Photo/Recording Release form

- Please give each speaker a Speaker Information Form and ask them to complete the attached release form so we have permission to record their session and/or use photos on our website.

Handouts

To meet the deadline for adding handouts to our website, material must be electronically sent to Carrie Gilbertson **no later than Monday, September 13, 2021**. Handouts will available on the web **no later than Wednesday, September 22** - Carrie's contact information is carrieg@renvillecountymn.com or 320-523-3548.

During the conference:

- Each presenter needs to be **introduced**. The introduction should include the name of the presenter and topic. In a virtual conference, you may want to discuss this as it may be easier for the speaker to introduce themselves.
- Remind people to complete their **session evaluation forms** at the end of the day to be eligible for a prize. They will be available online.
- We have Thank You notes available. Please be sure to thank your presenters for their time and contribution to our conference.