

## 2023 Session Coordinator Duties

### Handouts

Handouts will not be provided at the conference – attendees will print out their own handouts prior to the conference. To meet the deadline for adding handouts to our website, material must be electronically sent to Heidi Haefner **no later than Tuesday, September 5, 2023**. Handouts will available on the web **no later than Wednesday, September 20** – Heidi's contact information is [hhaefner@co.carver.mn.us](mailto:hhaefner@co.carver.mn.us) or 952-361-1739.

### When setting up your session with the presenter:

- 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 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.
- If they are doing a Power Point, they need to use our template.
- If the speaker is registering to attend the conference – we do not pay for mileage, rooms, or meals.
- Complete the Session Coordination Form on-line.
  - Please submit the WORD version, not a PDF.
  - Be sure to get the speaker's title.
  - Be clear on their AV needs.
- If a speaker has less than a three-hour drive and is speaking in the afternoon, we will not provide overnight accommodations.
- **If a speaker is not registering to attend the conference – we will pay for meals and/or mileage if needed.**
  - The Program Chair must be consulted prior to submitting the Speaker Accommodation Form for approval.
  - Complete the Speaker Accommodation Form on-line. Again, this form must be sent to the Program Chair for approval.
  - If there is a speaker fee or honorarium, obtain approval from the Program Chair in advance of booking the speaker.
- 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:

- 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 complete their **session evaluation forms** online to be eligible for a prize.
- **Remind people to turn off cell phones.**
- **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. 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.**
- We have Thank You notes available at the registration table. Please be sure to thank your presenters for their time and contribution to our conference.