**Session Coordinator Duties**

**The Months BEFORE Conference:**

* Within 1 week after a MFSRC session is approved as part of the program, the Session Coordinator will email the proposed speakers, with the following:
  + Thank them for their willingness to be a speaker at the MFSRC conference!
  + Confirm their availability for the date and time selected for that session during the MFSRC conference.
  + Ask if the speaker(s) are flexible on dates/times during the conference, just in case MFSRC needs to shift around sessions.
  + Ask the speakers if they would like you to set up a joint meeting, between all speakers for this session and yourself. If so, the Session Coordinator will set up a meeting within 2-3 weeks of this initial email.
  + Your email will include your contact information, the Session Coordination form and the MFSRC Powerpoint template.
  + Your email will also include the due dates for (1) the Session Coordination form and (2) “final” version of their powerpoint – **due the first Friday in September** (approx. 1 month before conference).
* For external speakers only, the Session Coordinator will fill out the *Speaker Accommodation form* (“external” = if speaker is from outside of our child support agencies/tribal agencies/state child support office).
* One week before the due date of the *Session Coordination form*, the Session Coordinator will email the speakers to remind them about the upcoming due date and offer any assistance needed.
* Two weeks before the due date of the “final” version of their powerpoint, the Session Coordinator will email the speakers to remind them about the upcoming due date for the PPT and offer any assistance needed.
* One week before the start of conference, email the speakers with a reminder on their session’s date/time, and to arrive at designated conference room about 20 minutes prior to start time for set up and mic check. Ask if they have any questions. Remind speakers that they need to bring their own laptop with a copy of their PPT downloaded on their desktop.

**At Conference/Day of the Session:**

* The Session Coordinator will introduce the session title and speakers at the start of session. Note: if you are not comfortable doing this, please contact 1st Vice Chair or Chair to get someone else assigned, *before* the start of conference.
* In the introduction, remind people to complete the session evaluations at the end of the day. If the session is CLE-eligible, remind the attorneys to sign the CLE form before leaving the session.
* If there is a microphone for audience questions, bring the microphone around to people during the Q&A section.
* Be the time keeper for the end of the session, giving the speaker(s) 10 and 5 minute warnings.
* If there are technical issues, contact *room monitor or 1st Vice Chair*who will contact the tech team at conference site.

**Immediately AFTER the Conference:**

* Within 2 weeks after the conference, the Session Coordinator will send an email thank you to the speakers.