

## 2025 Session Coordinator Duties

### Handouts

Handouts will be provided online so attendees can print prior to the virtual conference. To meet the deadline for adding handouts to our website, material must be electronically sent to Jessica Dettmann **no later than Friday, September 5, 2025**. Handouts will available on the web **no later than Wednesday, September 17** – Jessica's contact information – [jessica.dettmann@state.mn.us](mailto:jessica.dettmann@state.mn.us) Phone 651-539-7777.

### 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 (Attorneys, Child Support Staff, 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.
- 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.
- 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 **session evaluation form** online to help us provide a quality conference for them in the future.
- We have Thank You notes available. Please be sure to thank your presenters for their time and contribution to our conference.