



**IACRAO 70<sup>th</sup> Annual Meeting  
West Lafayette, Indiana  
October 26 – 27, 2009**

**Guidelines for Presenters & Facilitators**

The annual meeting remains as IACRAO's most important professional development activity during the year. The specific responsibilities of program participants are outlined in this document.

**ACTION ITEMS:**

1. Reply to the e-mail message asking you to confirm your participation as a presenter or facilitator.
2. Presenters and Facilitators should review the complete session details on the conference program and notify Neil Bagadiong , [nbagadio@ivytech.edu](mailto:nbagadio@ivytech.edu) , IACRAO 2<sup>nd</sup> Vice-President of any discrepancies.
  - Go to <http://www.iupui.edu/~iacrao/> and click on the “conference program” link (available in June)
  - Locate your session and review all details, spelling, grammar, titles, and descriptions
3. Obtain a copy of the registration form and all registration information (available August) at <http://www.iupui.edu/~iacrao/>
4. Register and pay the Annual Meeting Conference Fee.
5. Make your hotel reservations (available August). Registration and hotel reservation forms and information is located at <http://www.iupui.edu/~iacrao/>
6. Facilitators should confirm the Audio/Visual needs with presenters at least one-month prior to the meeting. Presenters must furnish their own laptops.
7. Presenters should download the IACRAO session powerpoint template at <http://www.iupui.edu/~iacrao/> for presentations.

**PRESENTERS**

- Prepare visual aids and/or a sufficient supply of handouts (presenters are responsible for cost and production of handouts).
- Submit your PowerPoint presentation by October 9 to [avnelson@iupui.edu](mailto:avnelson@iupui.edu) to be posted on the IACRAO website. This will help avoid disappointment by attendees should you run out of handouts. There will also be an opportunity to submit the handouts to IACRAO at the annual meeting.
- When you arrive at the conference, check in at Registration where you may confirm any special AV requests.

- Check your session on the IACRAO web at <http://www.iupui.edu/~iacrao/> by clicking on the “conference program” link for room location. Confirm the location of your session in the program upon arrival at the annual meeting.

## **FACILITATORS**

### **Contact all presenters at least one month in advance of the Annual meeting to:**

- Insure that all presenters are properly identified with correctly spelled names, titles, and institutions. If discrepancies are found, contact Neil Bagadiong , [nbagadio@ivytech.edu](mailto:nbagadio@ivytech.edu) , IACRAO 2<sup>nd</sup> Vice-President.
- Reconfirm the presenter(s) participation.
- Request a meeting of all participants prior to the session to discuss format, time allotment, and individual responsibilities, confirm name pronunciations.
- Confirm room setup and audiovisual requests.
- Remind presenter to submit their Power Point and/or handouts to the IACRAO website by sending to [avnelson@iupui.edu](mailto:avnelson@iupui.edu) by the deadline of October 9.
- Problems – contact Neil Bagadiong , [nbagadio@ivytech.edu](mailto:nbagadio@ivytech.edu) , IACRAO 2<sup>nd</sup> Vice-President.

### **At the meeting:**

- Check in at the Registration table and pick-up facilitator packet.
- Locate the assigned meeting room prior to the scheduled time.
- Evaluation packets will be distributed at the Facilitator Meeting. If the packet is not picked up, it will be delivered to the session room.

### **At the meeting with all participants:**

- Confirm that everyone is prepared for the session, has sufficient handouts, is aware of time limitations, room constraints, etc.
- Remind presenters to repeat audience questions.

### **Before and during the workshop or session:**

- Check chairs, podium, AV equipment, etc.
- Encourage attendees to move to the front of the room to assure all chairs are filled.
- Distribute evaluation forms to the session attendees.
- Announce the number and name of the session and introduce all participants with full names, titles and institutions.
- Record the attendance on the evaluation envelope.
- Moderate the question-and-answer period, repeat questions for audience benefit.

### **At the conclusion of the session or workshop:**

- Thank everyone for attending and end the session on time.
- Remind all attendees to complete an evaluation form.
- Collect the evaluation forms and return them to the evaluation box located at the Registration table.