

IAACE CONFERENCE

FACILITATOR INSTRUCTIONS

Thank you for facilitating this breakout session of the IAACE Conference. Here are the tasks to accomplish:

1. Please arrive at the room about 8-10 minutes before the session begins. Introduce yourself as the facilitator to the presenter and offer to help set up. Ask the presenter if you should signal 5 or 10 minutes left at the end of the session.
2. Ask the Presenter if they want you to introduce them, and if so, get some biographical information from the presenter(s) to use in the introduction. A Stand Sponsor may introduce the presenter and take 5 minutes at the beginning of the session.
3. When the session is scheduled to begin, welcome the attendees and introduce the session title and presenter(s).
4. Assist in distributing any handouts if necessary.
5. After the presentation begins, take a **count of the attendees**. Write number of attendees on the sheet attached to the clipboard.
6. Give the presenter a signal to indicate 5 or 10 minutes to go at the end of the session.
7. **At the end of the presentation, provide a door prize ticket to all attendees who stayed until the end. Remember the presenter and yourself!**
8. After the attendees leave, help the presenter(s) pack up if necessary to ensure the next presenter can get set up.
9. **DON'T FORGET! WRITE THE NUMBER OF ATTENDEES ON THE SHEET ON CLIPBOARD. PUT EVERYTHING BACK IN PINK BOX AND LEAVE IT IN THE ROOM FOR THE NEXT SESSION.**

Thank you for your help in making this conference go smoothly for everyone!

CONTACT IAACE, CHECK IN WITH QUESTIONS.

