



GUIDELINES FOR PRESENTERS & FACILITATORS

The MACRAO Conference is the most important professional development activity we offer to our members. We appreciate your willingness to give your time and share your knowledge with your colleagues. The specific responsibilities of program participants are outlined in this document.

ACTION ITEMS

1. Contact your Committee contact person or the VP for Programs if you are for some reason unable to participate as soon as possible.
2. Presenters and Facilitators should review the complete session details and notify their Committee contact person or the VP for Programs of any discrepancies.
3. Register and pay the Conference Fee.
4. Make your hotel reservations and be prepared to pay your travel expenses unless notified otherwise by the MACRAO Executive Committee.
5. Presenters must furnish their own laptops.

INSTRUCTIONS FOR PRESENTERS

In planning workshops or sessions, refer to the AACRAO **Guidelines for Professional Presentations** (located at: <http://www.aacrao.org/sandiego/docs.htm>) for helpful information to assist with session development

- Prepare visual aids and/or a sufficient supply of handouts (presenters are responsible for cost and production of handouts)
- This year's program is in a three-ring binder. Please three-hole punch your handouts, if possible; if not possible, please leave enough margin for the attendees to punch them at the registration desk or when they return to their offices.
- Submit your PowerPoint presentation and/or handouts on CD (.pdf documents preferred) to your session Facilitator at the end of the session, to be posted on the MACRAO Session Archive website. This will help avoid disappointment by attendees should you run out of handouts.
- Confirm the location of your session in the Program upon arrival at the Conference.

INSTRUCTIONS FOR FACILITATORS

Contact your presenters three weeks in advance of the Conference to:

- Insure that all presenters are properly identified with correctly spelled names, titles, and institutions, so that you can introduce the speakers properly. If discrepancies are found, contact the VP for Programs immediately for corrections before programs are printed
- Reconfirm the presenter(s) participation
- Remind presenter to bring electronic copies of their handouts and/or presentation to the meeting for posting on the MACRAO Session Archive website.
- Problems – contact the VP for Programs

Upon Arrival at the Conference

- Confirm your Facilitator Participation at the Registration desk and pick up your Facilitator packet
- Locate the assigned meeting room so that you can arrive on time
- Session Evaluations will be collected at the end of the Conference. There is no need to collect evaluations, but please encourage attendees to fill out their evaluation forms.

At your workshop or session

- Introduce your presenters and the workshop
- Record the attendance on session sheet
- Keep time for presenters
- Remind all attendees to complete the evaluation form

*These guidelines were adapted from
AACRAO's Guidelines for Presenters & Facilitators*