



## 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 immediately if you are for some reason unable to participate.
2. Presenters and facilitators should review the complete session details and notify their committee contact person or the VP for Programs and Projects of any discrepancies.
3. Register and pay the conference fee if you will attend any part of the conference in addition to your own session.
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)
- Submit your PowerPoint presentation and/or handouts electronically to your session facilitator at the end of the session, to be posted on the MACRAO Session Archive website.
- Check in at the conference registration desk to pick up materials and confirm the location of your session in the program upon arrival at the conference.

### INSTRUCTIONS FOR FACILITATORS

#### Upon Arrival at the Conference

- Confirm your facilitator participation at the conference registration desk and pick up your facilitator packet.
- Locate the assigned meeting room so that you can arrive on time.

#### At your workshop or session

- Distribute session evaluations to all attendees.
- Introduce your presenters and the workshop.
- Record the attendance on session sheet.
- Keep time for presenters.
- Remind all attendees to complete the session evaluation form.
- Collect all session evaluation forms.
- Return all evaluation forms and the session sheet to the conference registration desk.

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