	AACRAO 2014 Annual Meeting **Denver** **March 30 - April 2, 2014** **Guidelines for Facilitators**

Meetings remain among AACRAO's most important professional development activities. 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 facilitator.

2. Facilitators should review the complete session details **and notify the Program Committee Coordinator of any discrepancies.**

   - Go to http://sessions.aacrao.org/agenda/and select Annual Meeting 2014
   - Select the day of the meeting that the session is scheduled from the drop-down menu
   - Hit the "Export to Excel" link, and open the spreadsheet that pops up
   - Search by: Session ID, Last Name of Facilitator/Presenter, or Keyword from Title
   - Review all details including spelling, titles, presenters information

3. Obtain registration information and download the registration form or register online at: http://www.aacrao.org/Professional-Development/meetings/2014AnnualMeeting/registration.aspx

4. Register and pay the Annual Meeting Conference Fee.

5. Make your hotel reservations and be prepared to pay your travel expenses unless notified otherwise by AACRAO. Hotel reservation information available at http://www.aacrao.org/Professional-Development/meetings/2014AnnualMeeting/hotel.aspx

FACILITATORS

Contact all presenters at least one month in advance of the Annual Meeting:
- Insure that all presenters are properly identified with correctly spelled names, titles, and institutions. If discrepancies are found, contact your Program Committee Coordinator.
- Reconfirm the presenter(s) participation.
- Confirm room setup, audiovisual requests.
- Remind presenter to submit PowerPoint presentation in advance if possible.
- Problems – contact your Program Committee Coordinator.

At the meeting
- Pick up your registration materials at Presenter/Facilitator Registration Desk.
- Locate the assigned meeting room a day prior to the scheduled time.
- Evaluation packets will be distributed at Presenter/Facilitator Check-in. If the packet is not picked up, it will be delivered to the session room.

Before and during the workshop or session
- Check chairs, podium, AV equipment, etc. If there are problems, contact Experient representative, AACRAO staff member or on-site registration representative.
- Remind presenters to speak directly into the microphone and repeat audience questions
- Encourage attendees to move to the front of the room to assure all chairs are filled.
- Encourage session attendees to complete the session evaluation using the AACRAO mobile app. Evaluation forms were also distributed in their totebags at registration.
- Announce the number and name of the session and introduce all participants with full names, titles and institutions. Ask the attendees to complete the electronic evaluation or to return the evaluation forms to you IMMEDIATELY AFTER THE SESSION.
- Record the attendance on the evaluation envelope.
- Moderate the question-and-answer period, repeat questions for audience benefit.

After the session or workshop
- Thank everyone for attending and end the session on time.
- Remind all attendees to complete an electronic or paper evaluation form.
- Collect the evaluation forms and return them IMMEDIATELY AFTER THE SESSION to the Session Data Entry Room or to a designated dropbox.