

# Facilitator Guidelines

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63rd AALAS National Meeting • November 4–8 2012 • Minneapolis, MN

1. Please plan to attend the Facilitators & Moderators meeting on Sunday, November 4 from 3:00–4:00 p.m. in the convention center. This meeting will provide an overview of the duties for both facilitators and moderators. Updates on open sessions still needing facilitators or for cancellations of facilitators will also be provided.
2. You should receive two cards at registration: your name badge plus an additional card to get your facilitator ribbon. If you do not receive this extra card, please request your ribbon at the ribbons booth.
3. Please write down your assigned session(s) so you remember the date, time, and location. If you end up forgetting, don't panic—a list of all of the sessions and facilitators will be available at the AALAS On-site Registration desk.
4. Please arrive at least 5–10 minutes before the start of your assigned session so you can introduce yourself to the speaker and moderator. Let them know that you can help with anything they might need.
5. Pay careful attention to lighting and sound. Although there will be a technical assistant to help run the projector lights, sometimes they need to be asked to make changes if conditions are not optimal.
6. Workshops only: You may need to help pass out any handouts. Please remind attendees to fill out evaluation forms after the workshop is over and collect any completed forms. This evaluation form helps AALAS staff and the Program Committee know what worked well and what didn't. Please return the evaluations to the AALAS On-site Registration desk.
7. After your session is over, please fill out the Facilitator's Report Form. If you forget to bring your own copy, pick up a copy at the AALAS On-site Registration desk. This form lets us know how your session was. It also serves as proof that you actually attended your session, which enters your name in a drawing to win a free registration to next year's National Meeting or a gift certificate to the AALAS Bookstore! Return these reports to the AALAS On-site Registration desk. Drawings for these prizes will be done at the AALAS national office after the meeting.
8. Dr. Nicole Duffee will be sending separate instructions for the LAWTE volunteers that are assigned as facilitators for the Learning Resource Center

Please contact me at any time if you have questions or concerns about any of this.

Robin M Miller, 2012 Facilitator Chair  
(763) 514-6800 | robin.marie.miller@medtronic.com

# Facilitator Sign-up Form

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Facilitators are needed to assist in most seminars, special topic lectures, panel discussions, and on-site workshops. Responsibilities will vary with each session, but may include passing out handouts, working with the moderator to ensure that the speaker can be heard at the back of the room, and helping attendees find seats after the session has started. (Facilitators do not introduce speakers.) Individual area instructions are sent once assignments have been made. Registration to the AALAS National Meeting is not waived for those who volunteer to serve as facilitators; however, your name does go into a drawing for a free registration to next year's meeting or for one of two \$25 gift certificates to the AALAS Bookstore. In addition, workshop facilitators will be given a certificate of attendance for the workshop.

Sessions are assigned on a first-come, first-serve basis. Please review the sessions and sign up for your desired session early. You will be notified of your assignment. The deadline to volunteer as a facilitator to be included in the *Final Program* is **August 1, 2012**.

Name: \_\_\_\_\_ Degree(s): \_\_\_\_\_

Title: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Please list sessions/areas that you would like to facilitate in order of availability. Write "any" if you have no preference.

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

Areas of expertise or specialty training: \_\_\_\_\_

\_\_\_\_\_

Describe experience: \_\_\_\_\_

\_\_\_\_\_

Times available to assist: \_\_\_\_\_

\_\_\_\_\_

Will facilitate more than one session?  Yes  No

Prior assistant experience?  Yes  No

Computer experience?  Yes  No Describe: \_\_\_\_\_

Send to:  
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