

# Facilitator Sign-up Form

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

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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