



TACRAO 2009, November 7-11, 2009, Lubbock, Texas

GUIDELINES FOR FACILITATORS

Workshops and program sessions are the most important parts of the Annual Conference. Program Facilitators are responsible for making sure the program session starts on time and for monitoring the progress of the program. TACRAO has developed the following guidelines to help you have a successful session.

1. If possible, contact the presenter(s) in advance of the conference to discuss the content of the presentation and obtain a brief resume for use in introductions.
2. Know that all conference sessions are at the Lubbock Civic Center. Conference hotels are the Overton and Holiday Inn & Towers. Shuttles run from the Airport for both hotels, and from the Overton to the Civic Center. See <http://www.depts.ttu.edu/registrar/tacrao09/> for all conference information.
3. Arrive at the room well before the session begins to meet the presenter(s) for last minute information and coordination.
4. Begin the session on time.
5. Announce the session number and title. Remind the audience to record the session number on the evaluation forms.
6. Introduce the presenter(s) and yourself to the audience.
7. Monitor time to make sure the presenter(s) stays within the time limits.
8. Moderate the question and answer period, if appropriate.
9. Count the number of session attendees and record it on the session envelope.
10. End the session on time.
11. Remind the audience to complete the program evaluation forms. Collect them.
12. Drop off the evaluations at the Conference Evaluation room – The Civic Center Hospitality Suite. Watch for a map in your packet.
13. If you are unable to fulfill your facilitator duties, or if other problems arise, please contact TACRAO VPs Heather Crowson (crowson@shsu.edu) or Becki Griffith (bgriffit@lee.edu) as soon as possible to ensure a replacement may be found.

Once again, Thank You!