



**2012 MIDYEAR CONFERENCE – MINNEAPOLIS, MINNESOTA
PROGRAM HOST**

1. If possible, meet the speaker(s) the day before the scheduled session to introduce yourself and inquire about any special needs or assistance that may be required during the presentation.
2. Assist with the logistics of the session:
 - a) Check meeting room prior to session to ensure room is set properly, including audio-visual equipment.
 - b) Check with the Conference Registration Office regarding any handout materials for the session and pick up evaluation forms.
 - c) Check the signage outside the meeting room. The session signs for all day will be attached to the board and put out each morning. Please be sure the sign agrees with the session you are hosting.
3. Review the biographical information provided for any speaker(s) you are to introduce. Be sure to keep your introduction(s) brief, certainly no more than 2-3 minutes.
4. Be accessible to the speaker and Conference staff on the day of your presentation. This will allow the speaker or staff to inform you of any last minute changes that might occur.
5. Record the number of attendees at each session on the **Host Session Summary** sheet provided.
6. Be responsible for disbursing and collecting of the session evaluation sheets. We suggest that evaluation sheets be placed on each chair before the session. It would also be helpful to make an announcement at the end of the session for participants to fill out the evaluation before they leave the room.
7. To save paper and cost, this year a generic evaluation form will be used so please ask attendees to fill in the session name on the top of the form. All evaluation forms should be returned in the NACM folder to the registration desk so we can prevent evaluation forms from becoming separated and unable to identify which session is being evaluated.
8. Inform attendees that CLE forms may be picked up at the NACM registration counter.