

..... AMLE2017 .....

## **Annual Conference for Middle Level Education**

.....  
**November 6–8, 2017 • Philadelphia, PA**

# **Facilitator Guidelines**

Thank you for being a Facilitator for the AMLE2017 Annual Conference. You will be contacted in August to select the sessions you would like to facilitate. As a part of the hospitality team, your job is to welcome the attendees and help your presenter(s) and the AMLE Conference staff in the ways listed below. Please be aware that a session facilitator is not part of the presentation, but a behind the scenes assistant. Please take a few minutes to read these instructions. In case you have any questions while facilitating, there will be a staff person (zone captain) in each area of the facility to help you out. You can contact this person if there is any problem with A/V equipment, room sets, or other issues that need to be addressed. Thank you for your help in making this the best event possible. We hope you will enjoy the sessions that you attend and gain valuable information to improve middle level education.

### **Your responsibilities:**

#### **Before the session:**

- ❑ **Check-in at the Pennsylvania Local Committee Booth** to receive your packet and information.
- ❑ **Arrive at your assigned session room 25-minutes prior** to the start of the session.
- ❑ **Please check the room set and Audio Visual (AV)**. Rooms include a table at the door for handouts and evaluations, a head table, podium with a wired microphone, LCD projector, projector remote, screen, and audio sound patch. If the presenter ordered additional audio/visual items, they are listed on the label on the front of your packet, and they should be in the session room. If you are missing AV or the presenter needs to order additional AV, please let your zone captain know immediately. We cannot reset rooms with tables or bring in facility staff to rearrange rooms. If there is a problem with the room set, inform your zone captain.
- ❑ **Identify your zone captain**. This is an AMLE staff person who can assist you if necessary to help address issues with AV and attendees. They will be dressed in AMLE official staff gear with a staff name badge and will have radio access. Your designated Zone Captain is listed on the label of your packet. These captains should be checking in with you prior to the start of the session.
- ❑ **Introduce yourself to the presenter**. Presenters are expecting facilitators for each session. You are **not expected** to introduce the presenter(s) to the attendees before the session.
- ❑ **If the presenter does not show**, immediately locate your zone captain to report this. They will, in turn, contact the presenter registration desk to see if the presenter has checked in. If the presenter has not checked in and has not shown up to present the session within 5 minutes of the scheduled session start time, the session will be cancelled. The Zone Captain will place a cancelled sticker on the sign in front of the session room, and all attendees in the room will need to be notified. Please direct them to another session and apologize for the inconvenience. Close the door once everyone has left the room.
- ❑ **Assist the presenter in distributing their handouts**. If the presenter uploaded their handouts to the app, they will be available to all attendees during and after the conference. If they have printed copies, you may be asked to help distribute them to attendees that need one.

## During the session:

- **Stay in the session room** during the session unless you must leave. You will be the point of contact for the presenter if they need assistance.
- **Count session attendees**. About 20-minutes after the session has begun **count the number of session attendees** and record this number on the evaluation envelope below the printed label.
- **If the session is full** - The room is considered full when there are enough people in the room to fill all of the seats. Attendees should not be sitting on the floor, standing in the aisles, or lingering in the doorway. (Fire Marshall's rules)
  - a. When a room is full:
    - i. Close the doors to the room
    - ii. Take a "Session Full" sign from the packet and stick it to the outside of the door using the post-it note strip in the packet.
    - iii. Unfortunately you will need to be firm with this and you may encounter disappointed attendees. If a discussion ensues with a disappointed attendee, please exit the room and remove them from the situation before having this discussion. **Seek help from conference staff or your zone captain if you need assistance.**
    - iv. Each session is only offered once, but there are others with similar themes – so hopefully they can relocate to another choice. Encourage them to arrive at sessions earlier next time to ensure a spot.

## After the presentation, before attendees leave:

- **Announce the Contact Hour Code**. Many attendees must receive appropriate credit for attending the sessions at the conference. For this reason we have developed a process to verify attendance in sessions. Announce the Contact Hour Code for the session after the presentation. The Contact Hour Code is listed on the facilitator session packet label. The CEU number will be a combination of two letters and two numbers. Zone captains will post a CEU sign near the door during the session. Please remove this after the attendees leave the room, and before the next session starts.
  - **What if I cannot locate my Contact Hour Code?** If you are unable to locate the Contact Hour Code, you may use the main presenters first and last initial, followed by the last three digits of the session program book number. For example, for this session:  
**Program Book #: 2395 Presenters: Joe Smith, Nancy Johnson**  
The Contact Hour Code will be "JS-395"
- **Remind attendees to complete the session evaluations**. They may complete the evaluation electronically on the conference app, or there is a paper evaluation located in the back of their program book that and can be removed, completed, and returned to the back of any meeting room in the evaluation drop boxes.

## When your tasks are complete:

- **Return your Facilitator Packet**. When you your duties are complete, please place the facilitator packet in the evaluation drop box located in the back of the meeting room. Don't forget to give yourself a pat on the back for a job well done. Thank you for your time!!

**In case of an emergency** – Dial "0" from house phone. AMLE has hired first aid personnel to be on-site for the conference. They will be stationed in the First Aid Office. Your zone captain can contact them with a radio. If you cannot reach them, pick up a house phone and contact facility personnel. Many of the convention center staff and contractors have been trained in basic CPR.