Facilitator Guidelines

Thank you for being a Facilitator for the #AMLE20 Annual Conference. 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 AV 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:

☐ **Stop by the #AMLE20 Booth** in the registration lobby to pick up your facilitator packet after you check in at the #AMLE20 Registration desk and receive your badge.

☐ **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 head table, podium with a wired microphone, LCD projector with HDMI (High Definition) port and *HDMI cable connector, 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.  *Please note, the presenter must bring their own HDMI adapter if their device does not have an HDMI port.

☐ **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 program guide/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 is the session room** during the session unless you must leave. You will be the point of contact if the presenter needs assistance.

- **Close the session door.** About 5-minutes after the session has begun please quietly close the session doors to keep the noise to a minimum for attendees.

- **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 reaches capacity** - 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)

  **When a room is full:**
  1. Close the doors to the room
  2. 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.
  3. 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.**
  4. 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:

- **Session Evaluations.** Remind your participants to complete the evaluation directly through the program guide website or app to share their thoughts about the session with AMLE and the presenter.

- **Return your Facilitator Packet.** When you your duties are complete, please bring your facilitator packet back to the facilitator check in area and drop it off so we have the attendance count. 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 – Please contact Gaylord National Safety Services for all medical or security issues at 301-965-4500 or extension 333 on any hotel phone.