Facilitator Guidelines

AALAS National Meeting

1. Please plan to attend the facilitators meeting on Sunday, the first day of the meeting, from 3:00–3:30 p.m. in the convention center. This meeting will provide an overview of the duties for facilitators. Updates on open sessions still needing facilitators or for cancellations of facilitators will also be provided.

2. When you pick up your name badge, you should also receive a session card that lists any workshops for which you may have registered. The ribbon will identify you as a facilitator. You can pick up your ribbon at the Ribbon Wall.

3. Please write down your assigned session(s) so you remember the date, time, and location. If you end up forgetting, don’t panic—a list of all of the sessions and facilitators will be available at the AALAS Onsite Registration desk.

4. Please arrive at least 5–10 minutes before the start of your assigned session so you can introduce yourself to the speaker and moderator. Let them know that you can help with anything they might need.

5. Pay careful attention to lighting and sound. Although there will be a technical assistant to help run the projector lights, sometimes they need to be asked to make changes if conditions are not optimal.

6. Workshops only: You may need to help pass out any handouts. New! Please remind attendees to fill out evaluation forms on the mobile app after the workshop is over. Evaluations help AALAS staff and the Program Committee know what worked well and what didn’t. Certificates will be emailed to attendees.

7. After your session is over, please fill out the Facilitator’s Report Form. If you forget to bring your own copy, pick up a copy at the AALAS Onsite Registration desk. This form lets us know how your session was. It also serves as proof that you actually attended your session, which enters your name in a drawing to win a free registration to next year’s National Meeting or a gift certificate to the AALAS Bookstore. Return these reports to the AALAS Onsite Registration desk. Drawings for these prizes will be done at the AALAS national office after the meeting.

Please contact the AALAS office if you have questions or concerns about any of this information.