

Florida Music Education Association
Session Coordinator Guidelines
FMEA Professional Development Conference

Thank you for agreeing to serve as a Session Coordinator for the FMEA Professional Development Conference. Your participation is appreciated and will greatly enhance the quality of the FMEA Professional Development Conference.

The purpose of the Session Coordinator is to work directly with the session presenter before, during and after the scheduled event by assisting with all aspects of the presenter's session. The intent of this process is to provide a personal source of support for the presenter and to ensure that all sessions are presented with a high level of professionalism for the FMEA members attending the conference.

Below is a timeline of requirements for you to fulfill as Session Coordinator:

October/November

- Contact your assigned presenter to introduce yourself.
- Exchange email and phone contact information.
- Confirm the day, time and location of your assigned session with the presenter.
- Discuss equipment and setup needs (the presenter should have submitted this information to FMEA prior to October). If there are additional requirements, enter them online or contact the FMEA office.
- Remind the clinician that FMEA will provide a stand-alone podium with microphone, table and a projector screen. Projectors must be requested online. (Additional microphones can be supplied if requested online in advance).
- Inform the presenter that you will pick up any packet information from the FMEA office (located in the registration area during conference) prior to the scheduled session.
- Discuss whether session audience members will be permitted to tape or video your presenter's session. If recording is not permissible, please announce this prior to the start of the session.
- Request an abbreviated presenter's bio from the clinician for your use in your introduction. The abbreviated bio should be less than two minutes in length.
- Schedule a time to meet with the presenter at least one hour prior to the assigned conference session to discuss final details.

January

- Contact assigned presenter one week prior to the conference.
- Confirm meet time prior to the start of the session.

At the Conference

- Please dress professionally – ***very important***
- When you pick up your conference member registration packet, you should have a session coordinator's ribbon which should be attached to your conference badge.
- Pick up presenter session packet information at the Conference Registration Desk at least one hour prior to the start of the session. Do not wait in the conference registration line to get this information – there will be a clearly designated station for you to pick up this information.
- In the packet you will find the presenter's biography, requested A/V equipment, an attendance form and a certificate of appreciation for the presenter.
- You and your presenter should arrive at the assigned session room at least 15 minutes prior to the start of the session. If you have equipment to set up (LCD projector, computer, etc.), we suggest that you start assembling the equipment in that hall outside your session room for a faster transition time between events.
- Confirm with your presenter whether he/she permits audio and/or video recording of the session. If recording is not permitted, please inform your audience.
- Remind the presenter of the session end time and establish a non-verbal reminder to alert the presenter when the end time is close.
- **If the presenter's setup of equipment requires more than 5 minutes, then a pre-set outside of the assigned conference location may be necessary.**
- Check to see that all of the requested A/V equipment is in the assigned location. **If there are missing items, please look for a representative from the A/V company in or around the session room or rooms adjacent to it. If none are available, contact an official directly in the FMEA office located in the registration area for assistance.**
- Place handouts in a clearly accessible area at the back of the room.

Session Start with Audience

- Call the session to order at the appointed time and briefly introduce the presenter. A brief introduction pointing out two or three of the presenter's professional accomplishments will be appropriate (remember that most of the sessions are 50 minutes in length).
- Remember to inform the audience if recording is not permitted

- From the back of the room, about midway through the session, count the attendees and record your session attendee data using a smartphone and the QR code on the form in the session packet. Most phones will allow you to do this with the Camera app, but you may need to install a separate QR code reader app. Just open the Camera app, point the camera at the QR Code, and it should ask you if you want to go to the website. Tap “Yes.”
- Give the non-verbal end of session reminder to the presenter. It is vitally important that we keep a tight schedule and that all sessions end at their scheduled times.
- Present the certificate of appreciation to the presenter. This can be done prior to the end of the session or immediately following the session; use your best judgment to determine which time is best.

After the Session

- Assist the presenter with the striking of all equipment.
- Remember that another presenter will be setting up while you are tearing down in most instances. You may want to immediately move all equipment to the rear of the room to pack in order to allow the next presenter time to setup.
- If necessary, help move conversations from your session outside to the hallway, so that the next session presenter and coordinator have room to get started.
- Check to see if your presenter needs any assistance with equipment or other conference related issues
- Thank the presenter and state at least one positive thing that you enjoyed during their presentation.
- Record the attendance using your smartphone and the QR code on the form in your packet if you did not do so during the session. **This is only available after the start time and 30 minutes after the end time of your session, so please remember to do it in a timely manner.**

On behalf of the leadership of FMEA, thank you for helping to create a positive professional experience for our presenters and members.