Florida Music Education Association Session Coordinator Guidelines

Updated November 2026

Thank you for agreeing to serve as a Session Coordinator for the FMEA Professional Learning 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 or large display monitor. Additional microphones and an electronic piano can be provided upon request in advance. The presenter must bring their own laptop and HDMI adapter if necessary.
- Inform the presenter that you will pick up any packet information from the FMEA office (located in the registration area during the conference) prior to the scheduled session.
- Schedule a time to meet with the presenter at least 1 hour before the assigned conference session to discuss final details and edit their bio, which you will read as part of their introduction.

January

- Contact assigned presenter one week prior to the conference.
- Confirm a meeting time and place prior to the start of the session.

At the Conference

- Please dress professionally – **very important**.
- When you pick up your conference badge, you may also pick up a session coordinator ribbon and attach it to your conference badge. Ribbons will be in a display rack at the far side of the registration desks. Let the presenter know that they will be able pick up a Presenter ribbon there also.
- Pick up the *Presenter Session Packet* 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 at the far end of the registration desks for you to pick it up.
- In the packet, you will find a script to introduce the session, including the presenter's biography along with an attendance QR Code, a check-in QR Code sign, and a certificate of appreciation for the presenter. When you meet with them before the session, **discuss with the presenter which parts of their bio to read and what to leave out** when introducing the session. On the printed script included in the Presenter Packet, cross out the parts of their bio you're leaving out. Mentioning just their current workplace and two or three of the presenter's professional accomplishments will be appropriate. Your entire introduction should take less than 30 to 60 seconds to read. **Do not read the entire bio**.
- You and your presenter should arrive at the assigned session room at least 15 minutes before the session begins. If you have equipment to set up (computer, etc.), we suggest you start assembling it in the hall outside your session room to reduce transition time between events.
- Confirm with your presenter whether they will permit 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 cue to alert them when the end time approaches.
- Check that all requested A/V equipment is in the assigned room. If any items are missing, please look for a representative from the A/V company, *Bay Stage Live*, in or around the session room or adjacent rooms.
- 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 using the script provided in the presenter packet, which you previously modified to shorten their bio.
- 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 small QR code on the form in the session packet.
- 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 and thank them for their session.
- If the presenter did not include the attendee check-in QR Code on their final slide, please hold up the **large QR Code Sign** from the presenter packet and invite attendees to scan it to add the session to their attendance report and complete the session survey.

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 it away, giving the next presenter time to set up.
- If necessary, help move conversations from your session to the hallway so that the next session's presenter and coordinator have room to get started.
- Check whether 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 small 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 promptly.

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

Last Update: November 2026