

MANITOBA LIBRARIES ASSOCIATION CONFERENCE 2007

CONVENOR'S CHECKLIST

BEFORE THE SESSION

- Prepare speaking notes to introduce speaker(s)
- Prepare at least one question to ask the speaker(s) in the event there are no audience questions at the end of the session

AND THEN...

- Stop at conference office and pick up speaker(s) card
- Arrive at session 20 minutes before start time
- Insure required equipment is in place and working
 - Laptop
 - Internet connection
 - Data projector
 - Screen
 - Other?
- Check with speaker for additional requirements, check room setup, and adjust as needed

SESSION

- Introduce yourself and address 'housekeeping' issues e.g., location of washrooms, time for questions at the end of session etc
- Introduce speaker
- At appropriate time, ask for audience questions if the speaker(s) finds this helpful
- At the end of the session, remember to thank the speaker(s) and give the card to the speaker(s), and thanks to the Winnipeg Art Gallery for donating the cards
- You can ask the speaker (or it might be brought up during the question period), if they would be willing to make their presentation available on the conference website afterwards, if yes please have them send their presentation electronically to CJ: c.dejong@uwinnipeg.ca

Thank you for your interest and help!!!

May 2007