RESPONSIBILITIES OF PROGRAM SESSION COORDINATOR

The program session coordinator is typically the person who has submitted the accepted proposal.
Session coordinators can also serve as presenters during the session.
If a session coordinator is presenting, they should not serve as a moderator.

1. Make initial contact with proposed presenters. Choose and invite proven presenters only.

2. After all presenters are confirmed, coordinators should do an introductory email providing information on other session members and outlining timeframes for the following items:
   - Presenter agreement*
   - Presenter profile, including bio and headshot*
   - Outline of presentation**
   - A/V needs

   *These items will be submitted via the presenter portal on the Pheedloop platform. CLEAR staff will provide access to the presenter portal for all presenters whose sessions are accepted.

    **CLEAR staff will provide a PowerPoint template to all session coordinators for distribution to their session's presenters.

3. It is the session coordinators' responsibility to find out if someone needs to apply for speaker funding (available only to non-members). All speaker funding requests must be submitted before April 29th.

4. Keep in touch with presenters as they develop their presentations to see that they dovetail but do not overlap.

5. Schedule conference calls between self, moderator, and presenters six weeks and two weeks prior to conference.

6. Convey information and messages from CLEAR staff to presenters in a timely manner.

7. Ensure that presenters submit presentations/handouts by the deadline for online distribution before the conference. Arrange for, or ensure that presenters arrange for, duplication of own handouts if not submitted by the deadline.

8. Ensure presenters participate in scheduled presenter webinars.

9. Confirm, in writing, presenters' appearances and travel plans; arrange to meet at hotel for an informal welcome.