



**ASSP Region VI Professional Development Conference  
September 18 - 20, 2019  
Myrtle Beach, SC**

**Liaison Roles**

**We will meet on Tuesday September 17<sup>th</sup> at 5:15PM in the hotel** near the registration table of the PDC for a 30-minute Liaison Orientation to go over the schedules and to address any other concerns. We will also go over the database and evaluation entry, so it is very important that all liaisons attend this meeting.

***\*Liaisons who do not fulfill these duties may not be permitted to serve as liaisons again\****

**Primary Liaison (Session Moderator):**

Prior to Session...

1. Confirm the arrival of your speaker,
2. Welcome them to the conference,
3. Ensure their registration,
4. Confirm the room(s) and times they will be speaking,
5. Confirm bio with speaker,
6. 30 minutes prior to session, pick up Session Folder\* .

At the Session...

1. Call session to order,
2. Introduce the session and speaker using the **Session Moderator Script**,
3. At the end of the session(s), thank the speaker and present the speaker gift.

After the Session...

1. Enter the information from the session evaluations into the database

\* The Session Folder will contain a list of sessions and Liaison assignments, the Session Moderator Script, speaker biography, and speaker gift.

**Assistant Liaison:**

Prior to Session...

1. Meet up with Primary Liaison to go over the details of the session,
2. Ensure that the speaker gift for the session you are assigned is in the packet (see Primary Liaison),
3. Ensure that Audio-Visual (A/V) requirements are those scheduled to be provided,

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4. Ensure that AV equipment is working properly **INCLUDING THE MICROPHONES** (report problems to me or any PDC staff member at the registration desk).

### At the Session...

1. Assist the speaker with getting A/V loaded and ready,
2. Ensure that all attendees get a session survey to fill out,
3. Collect session surveys, and place in folder.
4. All other duties as required...

### After the Session...

1. Enter the information from the session evaluations into the database

One significant contribution you need to make **prior to the PDC** is providing contact information for potential exhibitors and sponsors. Therefore, please respond to this request by forwarding the name, address, phone number, and email address for 2 potential sponsors and 2 potential exhibitors. These companies can be clients, consultants, suppliers, etc. that you may currently use to conduct your work. **Please forward this information to my attention by July 8th.** The benefit to this approach, is that companies are not being cold called by our Exhibitor Chairperson. Since they are receiving the information from a trusted business partner they may be more likely to consider participation. A Prospectus will soon be prepared that identifies the associated costs and steps for registration. Companies may register even before being contacted!