

2018 CEA International Summer Conference



Unmask the Possibilities in Correctional Education



Sunday, August 26th – Wednesday, August 29th, 2018

The Correctional Education Association would like to invite you to be a part of the 2018 CEA International Summer Conference by serving as a session facilitator. The conference will be held August 26th – August 29th, 2018 at the Sheraton New Orleans Hotel.

Job Duties

1. Obtain your facilitator packet during registration.
2. Attempt to arrive about 10 minutes early to your assigned workshop.
3. Ask the presenter about himself/herself, if they want to be introduced, and if they will need any assistance during the workshop.
4. Pass out the evaluation forms as people come in.
5. Monitor the amount of participants in the room for crowding and close the door when needed.
6. Introduce the presenter if requested.
7. Monitor the time and give prompts to presenter when there is little time remaining before the next workshop.
8. Collect the evaluation sheets.
9. Tear off the carbon copy and give the original to the presenter.
10. Return the carbon copy to the envelope and return back to the registration table.

If you are interested in serving as a session facilitator, please fill out the below information and submit to Ashley Harvey, ashleyharvey@corrections.state.la.us

Name: _____

Phone #: _____

E-mail Address: _____

Best way to contact you? Phone E-mail

Which would you prefer (please circle)

AM session

PM session

No preference

Do you have a preference on day?

Monday

Tuesday

Wednesday

No Preference

If you have been asked by a presenter to be a presenter, please specify: _____