



The Correctional Education Association would like to invite you to be a part of our Annual Leadership Forum along with the Region 3 & 4 conference by serving as a session facilitator. The conference will be held April 7th – 9th, 2019 at the Kalahari Resort, Sandusky, Ohio.

Benefits of facilitating a workshop session at CEA

Meeting and greeting some fantastic people.

Getting the best seat in the workshop.

Knowing that you are contributing to the professionalism of your peers.

Communicating and collaborating with others.

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.

Contact Information

Name: _____

Phone Number: _____

E-mail Address: _____

Please circle which session you would prefer to facilitate:

AM Session

PM Session

No Preference

Please circle which day you prefer to facilitate:

Monday

Tuesday

No Preference

If you have been asked by a presenter to be his or her facilitator, please list presenter name & presentation title below:

Name: _____

Presentation Name: _____

**Please send completed forms back to Denise Justice by
e-mail or mail.**

E-mail: djustic2@ashland.edu

**Address: Denise Justice
121 W. Main St, Ashland, OH 44805**