



# CALL FOR FACILITATORS

## 74<sup>th</sup> INTERNATIONAL CEA CONFERENCE & TRAINING EVENT



The Correctional Education Association would like to invite you to be a part of the 74th Annual Conference and Training Event to be held July 28th – July 31st, 2019 at the Detroit Marriott at the Renaissance Center located in Detroit, Michigan.

### The Benefits of Facilitating a Workshop Session at the CEA Conference Will Be:

- 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.

### Your Job Duties Will Include:

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 the presenter when there is little time remaining before the next workshop.
8. Collect the evaluation sheets.
9. Tear off the carbon copies and give the originals to the presenter.
10. Return the carbon copies to the envelope and deliver the envelope to the registration table.

Email this sheet back to [MDOC-CEA-Workshops@michigan.gov](mailto:MDOC-CEA-Workshops@michigan.gov). by July 8, 2019.

Please provide the following information listed below:

Name \_\_\_\_\_ Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Facility/ Organization \_\_\_\_\_

Which would you prefer (please circle)      AM Session      PM Session      No Preference

Do you have a preference on day? (please circle)      Any      Monday      Tuesday      Wednesday

If you have been asked by a presenter to be his or her facilitator, please specify \_\_\_\_\_