



# 76th CEA International Conference & Training Event

The Correctional Education Association invites you to serve as a session facilitator for the 2022 CEA International Conference and Training Event. The conference will be held August 28th – August 31st, 2022 at the Marriott Tampa Water ST, Tampa, Florida.

## Responsibilities

1. Pick up facilitator packet at Registration table.
2. Arrive 10 minutes prior to assigned workshop.
3. If presenter wants to be introduced, obtain biographical information. Ask presenter what assistance will be needed during the presentation.
4. Distribute evaluation forms as people arrive.
5. Monitor the amount of participants in the room for crowding and close the door when needed.
6. Introduce presenter if requested.
7. Monitor time and provide prompts to presenter when end time is nearing.
8. Collect evaluation forms.
9. Separate carbon copy of evaluation forms and provide originals to the presenter.
10. Return envelop containing carbon copies of evaluation forms in the envelop to the Registration table.

If you are interested in serving as a session facilitator, please fill out the below information and submit to Denise Justice, [denise.justice2018@gmail.com](mailto:denise.justice2018@gmail.com)

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 facilitator, please specify: