

Instructions for Facilitators

2005 Career & Technical Education Research Conference

Thank you for agreeing to serve as a Facilitator for CTERC 2005. Your role is very important to the success of this conference. Please do the following:

1. Pick up your "Time Left" signs at the CTERC 2005 Registration/Information Desk.
2. Check to make sure that the computer and projector are set up and ready to go.
3. Control the lighting as needed.
4. Make sure there are enough chairs for participants.
5. Distribute any printed materials, as needed.
6. Use the "Time Left" signs to let speakers know how much time they have left. Simply hold the sign up and wait for the speaker to see the sign – do not create a distraction by waving the card to get the speaker's attention.
7. Provide other support and assistance to the session chair and presenters as needed for a successful session.

If you have questions, please let me know. On the day of the conference, you should be able to reach me on my cell phone at 225-241-5758. Thank you for your service to CTERC 2005.

Joe Kotrlik, Chair
CTERC 2005