

Session Coordinator Agreement
Sign and return this form to EBA no later than
February 20, 2021

Thank you for agreeing to serve as an EBA Session Coordinator or Vice Coordinator. The Session Coordinator and Vice Coordinator roles are critical in making the difference between a successful conference and one that receives weak reviews. Even though the Coordinator does not spend time at the podium, he or she needs to actively manage the session and panel selection.

Please visit the [Speaker Service Center](#) for all the details and resources you need as a coordinator.

Your responsibilities are to:

1. Ensure good time management of session preparation;
2. Prepare and submit the final session description to KCutler@EBA-net.org.
This will be used for conference marketing and website – try to be creative.
3. Submit to the PEC a *suggested* list of session speakers and the moderator;
(The GOAL: no more than 3 speakers and 1 moderator per session)
4. Once confirmed by the PEC, invite the speakers/moderator to participate.
5. Communicate confirmed speakers to EBA ASAP (send to KCutler@eba-net.org) and we will send a formal email confirmation with session details.
Note: When you send confirmed speaker info to EBA, include: Session Title, Speakers proper name, title, company and email.
6. Ensure the moderator and all panel members understand how they fit in and review content to avoid overlaps;
7. Ensure the panelists meet EBA deadlines for bios and session material;
8. Ensure meaningful participation of all speakers;
9. Along with the co-speakers, suggest alternative speakers if someone is unable to fulfill their duties;
10. **All sessions require handouts** in order to get CLE approval. Panelist do not need to use *PowerPoint* but, *at a minimum, each session needs reference material for CLE approval.*

Annual Meeting sessions might be pre-recorded and we will confirm these details with you by March 20th. Live or pre-recorded, all session speakers are asked to be available during the meeting when their session is to be presented to manage attendee questions.

EBA *strongly encourages* you to consider alternative presentation styles such as a debate format, fireside chat, speed rounds, games, etc. Have fun with it! 😊

Conference Deadlines: May 11-12, 2021, 11:30 am – 5:30 pm ET, VIRTUAL

- ❑ Submit this coordinator agreement by **February 20th**
- ❑ Coordinators must register for the conference by **April 1**
- ❑ Submit Final Session Title and Description no later than **February 28th**
(Description should answer: "What will I learn from this session?")
- ❑ Ensure your Speakers and Moderator have submitted their Speaker Agreements no later than **March 8th**
- ❑ Speaker/moderator registration form and Bio including photo and twitter handle sent to EBA by **March 15** or earlier
- ❑ CLE-quality background material due **April 1 (ALL sessions must submit!)**
- ❑ If using PowerPoint use the Conference Template and submit slides by **April 30th**

At the conference: Enjoy the session you worked hard to coordinate! Thank you for helping to present an outstanding session!

I agree to follow the instruction listed above and do everything possible to meet the deadlines as outlined.

Name (print): _____

Signature: _____ Date: _____

Session Title: _____

Return Completed Form to Katie Cutler at EBA at KCutler@eba-net.org.