

**EBA COORDINATOR AGREEMENT**  
***Sign and return this form to EBA no later than  
February 14, 2020.***

**ABOUT YOUR ROLE 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.

EBA *strongly encourages* you to consider alternative presentation styles such as a debate format, fireside chat, speed rounds, role playing, etc.

**Once the session has been selected to be part of the conference, your responsibilities are to:**

1. Ensuring good time management of session preparation;
2. Prepare and submit the final session description for marketing and website;
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. Ensure the moderator and all panel members understand how they fit in;
6. Ensure timely planning session calls happen early to reduce overlapping information;
7. Ensure the panelists practice good time management of session preparation to meeting EBA deadlines;
8. Ensure meaningful participation of all speakers;
9. Check in with EBA and the session speakers from time to time to ensure all deadlines are met;
10. Along with the co-speakers, suggest alternative speakers if someone is unable to fulfill their duties.
- 11. All sessions require handouts in order to have the session approved for CLE hours. Panelist do not need to use PowerPoint but, at a minimum, each session needs reference material to be presented to the bars.**

**Speaker/Moderator Deadlines for 2020 Annual Meeting:**

- ❑ Speaker/Moderator Agreement Executed ASAP and no later than **February 14, 2020**
- ❑ Submit Final Session Title and Description to EBA by **February 1, 2020**  
Description should answer: "What will I learn from this session?" and be written in bullet format (no more than four bullets)
- ❑ Reviewed [Speaker Service Center](#) (SSC) Website ASAP and no later than **February 14, 2020**
- ❑ Registration and Bio (photo, twitter handle) uploaded to the [EBA Upload Gizmo](#) by **February 20, 2020**
- ❑ Download PowerPoint Design Template by **February 28, 2020**
- ❑ Book your hotel by **February 20, 2020** (First Come, First Served)
- ❑ CLE-quality material due **March 15, 2020**, upload to [EBA Upload Gizmo](#) (**ALL sessions must submit!**)
- ❑ Send Session Power Point directly to moderator (NOT EBA) by **March 30, 2020**
- ❑ Attend Conference **April 14 & 15, 2020**

**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:** \_\_\_\_\_

**Upload Completed Form:** <http://www.eba-net.org/education-events/eba-upload-page/>