



ABOUT YOUR ROLE AS an EBA
SESSION COORDINATOR OR VICE COORDINATOR

*Execute and return this document to EBA no later than **February 1, 2019***

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.

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 long and short session descriptions 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. Ensuring the panelists practice good time management of session preparation to meeting EBA deadlines;
 8. Ensuring 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 speakers, suggest alternative speakers if someone is unable to fulfill their duties.
- 11. All sessions require handouts for CLE approval (even if the panelist do not plan to use PowerPoint, reference material must still be provided for CLE purposes).*

FYI: Speaker/Moderator Deadlines for 2019 Annual Meeting:

- Speaker/Moderator Agreement Executed by February 15, 2019
- Reviewed Speaker Service Center (SSC) by February 1, 2019
- Final Session Title and Description by February 15, 2019
 Short Description – up to 50 words (used for marketing)
 Long Description – up to 150 words (posted on the website)
- Registration/Profile Submitted (Bio, photo, twitter handle) by: March 1, 2019
- Download PowerPoint Design Template by April 1, 2019
- Housing Booked by April 1, 2019 (*First Come, First Served*)
- Session Materials Due – April 12, 2019-- 3 Weeks in Advance – Plan ahead!
- Attend Conference May 6-7, 2019

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: _____

Session Title: _____

Return completed form to NFerreira@eba-net.org no later than February 1, 2019.