

**NATIONAL ASSOCIATION FOR COURT MANAGEMENT
PROGRAM HOST DUTIES**

1. Meet the speaker(s) the day before the scheduled session (if possible) to introduce yourself and inquire about any special needs or assistance that may be required during the presentation.
2. Assist with the logistics of the session:
 - a) Meeting room setup/AV equipment: Conference staff will check the room prior to your arrival. However, if the speaker has any last minute requests, please let the Conference staff know.
 - b) Handouts/Evaluations: All handout materials and evaluations will be located in the room prior to your arrival. Please distribute one to each session attendee.
 - c) Signage: Session signs will be located outside the meeting room. Please be sure the sign agrees with the session you are hosting.
3. Review the biographical information provided for any speaker(s) you are to introduce. Be sure to keep your introduction(s) brief, certainly no more than 2-3 minutes.
4. Be accessible to the speaker and Conference staff on the day of your session. This will allow the speaker or staff to inform you of any last minute changes that might occur.
5. Record the number of attendees at each session on the **Host Session Summary** sheet provided in the packet received on site.
6. Be responsible for disbursing and collecting the session evaluation sheets. Evaluation sheets can be placed on each chair before the session or handed out as attendees enter the room. It would also be helpful to make an announcement at the end of the session for participants to fill out the evaluation before leaving the room. All evaluation forms can be returned in the NACM folder thereby helping to prevent evaluation forms from becoming separated and unable to identify which session is being evaluated.