



Conference Track Session – Learning Lab Chairperson Responsibilities

Thank you for agreeing to chair a session and/or learning lab at the 2009 IPA Technical Conference. The effort you put forth provides a valued asset to the IPA membership body and the industry as a whole. The success of the Conference depends on dedicated individuals such as you.

The following guidelines are provided to assist you in successfully managing the session and/or lab that you have agreed to chair.

The most successful sessions are those where the chairperson creates a good census of information on what the membership body wants revealed and then finds a diverse panel of well spoken individuals to address the topic and foster discussion with the attendees.

Mike DiCosola as the Content Coordinator for the conference is your main contact for assistance and guidance along the way. He can be reached via e-mail at mike@chromaticity.com or at 616-988-6119.

Agreements:

1. You are not required to personally moderate or speak at the session you are managing.
2. You agree to create a successful session and/or lab that keeps within the theme of the Technical Conference and is informative and beneficial to the attendees.
3. You agree to keep Mike DiCosola, Technical Conference Coordinator, informed of all session-related activity.
4. You agree to research the proposed topic with IPA members, industry experts and potential speakers to direct the content and determine the best format for the session and/or lab.
5. Session format may be single speaker presentation, expert user panel, question answer session or some combination thereof.
6. Submit recommendations for speakers/panelists to Mike and Steve Bonoff for approval.
7. Write a 50-75 word description of the session and/or lab with bullet-points on what attendees will takeaway from the presentation. **(Due by February 16th, 2009)**
8. Work with Mike to coach and direct the Speakers/Panelist/Leaders/Assistants during their content development process.
9. Work with Mike to review content developed by the Speakers/Panelist/Leaders/Assistants prior to the conference.
10. Assist in the specific session/lab at the IPA Conference as needed.

I have read and understood the above requirements:

_____ Name

_____ Signature _____ Date

Please Return to Mike DiCosola: mike@chromaticity.com fax: 616-825-6273