

Conference Facilitator Form

Thank you for agreeing to serve as a facilitator for Conference Day at Dyersburg State Community College. We appreciate your willingness to share your knowledge and talents with our faculty and staff as we endeavor to hone our skills in educating our community. In order for us to assist you with various needs for your presentation, please supply the following information.

Please provide a short description of your presentation to be used in pre-conference announcements.

I can be contacted by calling 615-322-1459 or cell 615-429-1793 or emailing mani.hull@vanderbilt.edu.

I prefer to make my presentation in room _____ of the _____ Building. (Spring Conference 2007)

The maximum number of participants for each session of my presentation is _____.

Please check which of the following items you need:

- equipment for PowerPoint or information on the web
- overhead projector for transparencies
- an easel, markers, and flipchart
- a microphone
- an audio tape recorder
- a video tape player
- a CD player
- other _____

Please return this form to Ms. Brenda Fincher (Room 139 in Glover or fincher@dsc.edu).