Correspondence with Presenters Subcommittee

The Correspondence with Presenters Subcommittee handles the work with the presentations after the Proposals Subcommittee solicits Forums and Presentation proposals and the MACPAC group as a whole decides on which sessions will be offered at the MOBIUS Conference.

The bulk of the Correspondence with Presenters Subcommittee work involves composing and sending out the following emails:

- To the individuals for whom MACPAC has approved their presentation proposals:
  Whether their session is for 45 or 60 minutes.
  Dates of note (i.e., deadlines by which they need to confirm participation and by which they will provide changes to their presentation's description for the conference program.)

- To the individuals for whom MACPAC has not approved their presentation proposals to let them know that their sessions will not be offered at the MOBIUS Conference.

- To remind the presenters to register for the conference and, as appropriate, to register for a room at the hotel site of the conference.

- To inform the presenters of:
  - The technology that will be available in the meeting rooms at the conference.
  - The deadline by which presentation materials need to be submitted to MCO for posting to the conference website.
  - Our plan to tell them closer to the conference of the number of registrants for their session so those presenters who have not had their presentation materials posted to the conference website will know how many printed copies of their materials to bring with them to the conference.

- To provide a link to the "Tips for Presenters" on the conference webpage and to inform the presenters of the number of registrants for their sessions as of the closing of Early Bird Registration as well as the names, institutions, and duties of their room hosts.

- To thank the presenters after the conference for having presented and to inform them of the deadline by which they need to submit the final version of their presentation documents to MCO for posting to the conference website.

- To solicit feedback from the presenters about the pre-conference communication with them, the room setup, and the support received while making their presentation.

The remainder of the Correspondence with Presenters Subcommittee work involves creating a report of the presenters' feedback to share with MACPAC and to have posted on the MACPAC section of the MOBIUS website.