Room Hosts
Updated May 27, 2009

- Email committee members the second week of March to get their schedule for the conference and their preferences on what session(s) they would like to host. Their response is needed by the end of the second week in April.

- If applicable, coordinate with MCO's Executive Assistant the third week of April to get the list of names and email addresses of graduate student volunteers. (In 2009, the graduate students were unable to be to be room hosts.)

- If applicable, send email to graduate student volunteers fourth week of April to get their preferences on what sessions they would like to host. Their responses are needed by the end of the first week in May.

- MCO office is responsible for session evaluation packets.

- Assign room hosts the second week of May.

- Send out email to committee members and graduate student volunteers with room host schedule, responsibilities and presenter bios the third week of May.

- Send email reminder the fourth week of May as to when and where the room host packets are to be picked up.