Dear [name of MOBIUS Conference Forum Facilitator]:

The 2009 MOBIUS Conference is fast approaching. I hope you are as excited as we are about that!

NUMBER OF REGISTRANTS FOR YOUR SESSION

individuals have signed up for your session as of the closing of Early Bird Registration on May 15, 2009.

If you are planning on bringing handouts, such as a list of a questions or points related to your forum's topic, please allow for extra copies for those attendees who registered after May 15th.

FORUM RECORDER

[Name] of [institution name] will be your forum's recorder and will take notes while participating in the session.

After the conference, he/she will submit a written report containing the most important points made during the forum to both Donna Russell and Mary Batterson of the MOBIUS Annual Conference Planning Advisory Committee (MACPAC).

After MACPAC approves the report, it will be posted to the MOBIUS Conference website.

ROOM HOST

[Name] of [institution name] will be your room host and will:

- Introduce himself/herself to you before the session begins.
- Ensure that you have what you need in terms of equipment and will locate support staff to solve any technology problems that may arise.
- Greet people as they enter the room and give them session evaluation forms to fill out.
- Make sure the session begins on time.
- Introduce you by name, place of employment, and position title as well as state the title/topic of the session.
- Remind participants to turn off or to set to vibrate/silent all cell phones and pagers.
- Signal you about the time: 10, 5, and 1 minute(s) left of the forum.
- Make sure the session ends on time.

- Collect the session evaluation forms and turn them in at the conference registration desk.

FORUM GUIDELINES

Forum discussions offer an opportunity for conference attendees to meet with colleagues to discuss ideas, problems, and solutions. Forums do not include a presentation. Instead, facilitators will lead informal discussions based on the interests of the attendees. Forums promote the sharing of best practices and concerns, plus provide important feedback on issues important to all librarians and library staff.

We highly recommend that you prepare a list of questions in advance of the conference to keep the discussion focused and moving at the forum. For the 2007 conference, one forum facilitator found it helpful to hand out copies of the questions at the beginning of his session. He said this helped the participants think of points they wanted to make or ask, and it helped ensure that key points were covered at the forum, especially as the session was nearing the end.

Your responsibilities during the forum will be to:

- Ask attendees to state their name and institution before speaking.
- Introduce the forum topic and get the discussion started and keep it on topic.
- Ensure full and wide-ranging discussion on topic by using your prepared questions and/or other relevant questions that occur naturally in the discussion.
- Encourage all attendees to participate. If a few individuals dominate, try asking, "What do the rest of you think?"

CONCLUSION

This is the last email we will send you before the conference.

Please contact either of us if you have any questions or concerns.

We look forward to seeing you on Wednesday, June 3rd (June 2nd if you are attending the Keynote Address and Networking Session).

Thank you.

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