Forums Subcommittee

The Forums Subcommittee handles the work with the Forums 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 Forums Subcommittee work involves composing and sending out the following emails:

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

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

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

- To inform the forum facilitators of the technology that will be available in the meeting rooms at the conference and to tell them the deadline by which any forum documents need to be submitted to MCO for posting to the conference website. Posting of documents is optional for forum facilitators.

- To inform the forum facilitators of the number of registrants for their sessions as of the closing of Early Bird Registration and the names and institutions of their forum recorders and room hosts along with the duties that these individuals provide.

- To thank the forum facilitators after the conference for having facilitated a forum and to inform them of the deadline by which they need to submit any additional, optional forum documents to MCO for posting to the conference website.

- To solicit feedback from the forum facilitators about the pre-conference communication with them, the room setup, and the support received while facilitating the forum.

The remainder of the Forums Subcommittee work involves:

- Recruiting individuals to be the recorders at the forums, communicating instructions to them, and receiving and forwarding the forum reports to MCO for posting on the conference webpage.

- Creating a report of the forum facilitators' feedback to share with MACPAC and to have posted on the MACPAC section of the MOBIUS website.