Dear [name of MOBIUS Conference Presenter(s)]:

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

TIPS

As you prepare your presentation, please take a look at the Tips for Presenters posted on the MOBIUS website at https://mco.mobius.umsystem.edu/conferencepage/4506.

Please remember to allot ten minutes for questions at the end of your presentation.

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, please allow for extra copies for those attendees who registered after May 15th.

PRESENTATION DOCUMENTS ON THE MOBIUS CONFERENCE WEBSITE

If you have not submitted the final version of your presentation documents (PowerPoint and/or handouts) to the MOBIUS Consortium Office, please do so **after** the conference. They should be sent to mcoconf@umsystem.edu.

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 when there are 10 and 5 minutes left for the presentation.
- Signal you when it is time for the participants to start asking questions.

- Make sure the session ends on time.
- Collect the session evaluation forms and turn them in at the conference registration desk.

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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