

**GMEA IN SERVICE CONFERENCE
JANUARY 26-28, 2012
HOST INFORMATION FORM**

Dear

We are in need of GMEA members to serve as hosts at all sessions. If you are willing to serve as a host for the session listed below, please provide us with the requested information and return this form to me by **October 5, 2011**. Some employers are more willing to grant professional leave for conference attendance to individuals who play such a role in the program of an event. If you need a letter verifying that you are serving in this capacity, please indicate that in the space provided and we will provide you with one.

Duties of session hosts are:

- Be at the session site 15 minutes prior to the starting time
- Assist the presider as needed.
- Greet attendees at the door and check name badges (No one should be allowed to enter a **clinic** session without a 2012 GMEA name badge)
- Assist in distributing programs and/or session materials.
- Assist in ushering people from the room at the conclusion so the next clinician has time to prepare.
- Provide a room count (see form below) to the registration desk staff at the conclusion of the session

Session Title: _____

Date of Session: _____ Start/End Time: _____

Location of Session: _____ Room: _____

Clinician/Performing Group: _____

Thank you for serving GMEA in this capacity.

Sincerely,

_____ I will serve as host for this session. _____ I will not be able to serve as host for this session.

Name: _____

Address: _____

City/State/Zip: _____

Yes, I would like a letter sent to the person listed below stating that I am serving in this capacity:

Name: _____ Title: _____

Address: _____

City/St/ZC: _____

Please return this form to the person listed below by October 5, 2011: