

**GMEA IN SERVICE CONFERENCE
JANUARY 26-28, 2012 SAVANNAH, GA
PRESIDER INFORMATION FORM**

Dear

We are in need of GMEA members to serve as presidors at all sessions. If you are willing to serve as a presidor 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 presidors are:

- Serve as a liaison for the clinician/conductor if that person is a GMEA guest.
- Organize the session to insure that it runs smoothly and **according to schedule**.
- Prepare and present a short introduction of the clinician and/or ensemble.
- Ask session attendees to move toward the center of the room so that aisle chairs are available for latecomers
- Present the GMEA certificate of appreciation at or near the conclusion of the session.
- Assist clinician in removing personal equipment so that the next clinician can get into the room and prepare.
- Assist in ushering people from the room at the conclusion.

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 presidor for this session. "a_____ I will not be able to serve as presidor 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: