



West Virginia Reading Association PRESIDER FORM



Dear Colleague:

Thank you for volunteering to preside at a conference session during the WVRA's 50th Anniversary Celebration Conference. To preside, you must register and have paid to attend the conference. The presider's roles and responsibilities include: 1) Obtaining session packet from the hospitality desk in the registration area, 2) Assist the speaker prior to the session beginning, 3) Introduce the speaker, 4) Distribute the evaluation form at the end of the session, 5) Collect the evaluation forms, 6) Return the packet to Hospitality Desk in the Registration Area, 7) Attend to the needs of the speaker and all conferees in attendance during the session.

The Association does not wish to take away from your valuable conference experience; therefore, please provide the following information to assist us in assigning you a presider time slot, which best suits your conference schedule. Check all that apply.

Thursday, November 15, 2018: 10:00-10:45 AM 1:30-2:15 PM & 2:30-3:15 PM

Friday, November 16, 2018: 10:00-10:45 AM 1:30-2:15 PM & 2:30-3:15 PM

I am flexible. Please schedule me whenever the WVRA needs me.

I am a WVRA Executive Board Member. Do not schedule me during WVRA Board functions.

NAME: _____
(As it is to appear in the conference program)

Mailing Address: _____

City: _____; State: _____; Zip Code: _____

E-Mail Address: _____

Preferred Telephone Number: (____) _____; I can receive texts at this number, yes, no.

Best times to contact me, only if necessary _____.

Please return this form by either mail or e-mail, on or before August 10, 2018 to

Connie Mundy
260 Shearerwood Drive
Philippi, WV 26416
cmundy@k12.wv.us

