



The Correctional Education Association of Ohio would like to invite you to be a part of our Annual Conference and Training Event to be held September 11th – 13th, 2017 at the Holiday Inn French Quarter, Perrysburg, Ohio.

Benefits of facilitating a workshop session at CEAO

Meeting and greeting some fantastic people.

Getting the best seat in the workshop.

Knowing that you are contributing to the professionalism of your peers.

Communicating and collaborating with others.

Job Duties

1. Obtain your facilitator packet during registration.
2. Attempt to arrive about 10 minutes early to your assigned workshop.
3. Ask the presenter about himself/herself, if they want to be introduced, and if they will need any assistance during the workshop.
4. Pass out the evaluation forms as people come in.
5. Monitor the amount of participants in the room for crowding and close the door when needed.
6. Introduce the presenter if requested.
7. Monitor the time and give prompts to presenter when there is little time remaining before the next workshop.
8. Collect the evaluation sheets.
9. Tear off the carbon copy and give the original to the presenter.
10. Return the carbon copy to the envelope and return back to the registration table.

Email this sheet back to Denise Justice at Denise.justice@odrc.state.oh.us or mail to

Denise Justice
TEC Box 779
London, Ohio 43140

Name _____ email address _____

Phone _____

Which would you prefer (please circle) AM session PM session No Preference

Do you have a preference on day? (please circle) Any Monday Tuesday Wednesday

If you have been asked by a presenter to be his or her facilitator please specify _____