Introduction: Conference Education Agreement

Thank you for agreeing to participate as a facilitator at the ARMA InfoCon 2019 Conference & Expo in Nashville, Tennessee. We are pleased to offer you this opportunity and look forward to working with you. The Education Department coordinates the logistics of more than 70 education sessions and seminars. However, much of the success of the conference education program depends on you.

To that end, your cooperation in meeting specific deadlines is critical and is part of the overall facilitator evaluation process.

Dates to Remember (Facilitator deadlines are in red.)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 26, 2019</td>
<td>Agreements due from primary facilitators</td>
</tr>
<tr>
<td>May 15, 2019</td>
<td>Facilitator resources available online</td>
</tr>
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<td></td>
<td>▪ Education program information and facilitation guidelines</td>
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<td>▪ Visual presentation, handout, and job aid guidelines and requirements</td>
</tr>
<tr>
<td></td>
<td>▪ ARMA InfoCon 2019 learning materials templates</td>
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<td>▪ Additional resources</td>
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<tr>
<td>July 1, 2019</td>
<td>Education learning materials due (all material must be reviewed and approved by ARMA International, including handout material, job aids, PPT slides, additional reference materials, etc.)</td>
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<tr>
<td>October 11, 2019</td>
<td>All approved handout materials posted online for conference participants</td>
</tr>
<tr>
<td>October 21-23, 2019</td>
<td>ARMA InfoCon 2019 Conference &amp; Expo</td>
</tr>
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Contacts
Questions about the Facilitator Agreement can be directed to Cassandra Sorah.

Cassandra Sorah                                      Nick Inglis
Program Specialist                                 Executive Director of Content and Publications
ARMA International                                 ARMA International
913-312-1744 direct                                 nick.inglis@armaintl.org
Cassie.sorah@armaintl.org

Facilitator Information

Facilitator Agreement
The ARMA International Facilitator Agreement outlines terms and conditions of our agreement with you.

Please review all information regarding your education program before submitting your Agreement. It is very important that you submit the Facilitator Agreement by April 26, 2019, in order to secure the placement of your education program into our schedule. If facilitator agreements are not received from ALL participants in the proposed session by April 26, 2019, the session may be removed from the schedule and replaced. There is a waitlist of proposed sessions.

Facilitator Substitutions
Facilitator qualifications were very important to the selection process; therefore, there are no substitutions.
**Hotel Information**
Facilitators are responsible for securing their own lodging. ARMA International has rooms available at the Gaylord Opryland Resort. Please visit the ARMA InfoCon 2019 website for more details.

**Conference App**
When available, be sure to download the ARMA InfoCon Conference & Expo App. This app is your connection to all things conference and the most beneficial source of information to both participants and facilitators. Again, we will be encouraging all participants to utilize the app for completing session evaluations, downloading handouts, and creating a personalized itinerary to maximize their time throughout the week. Links to download the app will be provided when they are available.

**Evaluations**
Your education program evaluation is the final step in the program design and delivery process. Please ensure you present your session as described in your session description. Participants will use a form in the conference app to evaluate your session, and the results will be referenced by the Education Department when selecting future facilitators and education programs. You will receive an evaluation report approximately 8-10 weeks after the conference.

The Education Department works closely with the convention center staff to anticipate and avoid every possible scenario that may compromise the success of our education programs, but we recognize that external elements beyond the facilitator’s control can affect ratings. Therefore, our evaluation process concentrates on the following “controllable” factors: review of the session, review of the facilitator.

**Guidelines for Preparing Handouts & Visual Presentations**
Deadline for submission to ARMA International: **July 1, 2019**. This deadline CANNOT be extended and must be met by all presenters.

Participants expect facilitators to provide well-prepared handouts. Despite exceptional content, seasoned facilitators can receive negative evaluations due to poorly designed or unreadable handouts, or handouts that do not match the education program description or target audience.

Our run through process requires all materials are submitted prior to run throughs, with one round of edits available between the first run through (for feedback) and the second run through (for recording).

**Poll Everywhere**
ARMA International will provide access to Poll Everywhere at ARMA InfoCon 2019 to help increase interactivity and learning retention for conference participants.

As an education facilitator, you have the opportunity to use this polling system in your education program. Please notify us through the “Program A/V and Printed Materials” form in your online Ready Room if you would like to incorporate polling into your program.

By **July 1**, submit your multiple-choice questions and answer options within your PPT. (Each question will be presented on its own PPT slide.) When the PPT slide appears at conference, you and your session participants will be able to view the audience’s live responses. Participants will submit answers to your questions via text on their mobile devices.

To see how it works, watch this short video. Questions? Contact the ARMA Education Team.
Printed Handout and Visual Presentation Material
There will be NO printed handouts or materials made available at this year's conference. Any handouts or visual presentation materials will be made available through the Conference App ONLY. Think green!

We will be utilizing a specific ARMA Conference template for ALL slides this year. Your presentation must be presented within this template unless an exception is requested. There must be a valid rationale for an exception to be granted. Please contact the ARMA Education Team for an exception.

ARMA International will provide all registered participants access to electronic copies of your handouts and PPT presentation PDFs via the conference website and conference app beginning October 11, 2019.

On-Site Information

Arrival
All education programs will be held in the Gaylord Opryland Resort and Convention Center. We will e-mail your room assignment to you prior to the event. In the evening of October 20th, we will be convening a gathering of ALL 2019 Conference Presenters (Leadership Summit presenters should plan to arrive at 9:30am on the 20th for a quick meeting). On the day of your education program, please arrive at your session room at least 20 minutes before its scheduled start time and introduce yourself to the volunteer/education assistant for the room. All presenters are required to be present throughout the Conference unless previously discussed—this is your community and you must be present and active to serve your community.

Speaker Ready Room
The Speaker Ready Room is a lounge and space for you to retreat from the bustle of the conference. It will be made available throughout the conference. There will be NO CHANGES to slides during the event.

Education Assistants
An education assistant will be at the door of each session room to scan badges, direct traffic, and ensure a positive attendee experience. Education assistants will contact ARMA staff with concerns about audio/visual, lighting, room temperature, etc. If you have any of these issues, please ask an education assistant to contact ARMA staff for assistance. Please coordinate your needs directly with your education assistant onsite.

Audio Visual Equipment
ARMA International uses an onsite network to run the conference education program and provides all presentation computers. If you are using a computer or PPT to present information, you MUST use the computer provided. You may NOT bring your own computer or storage media (including USB drives). Your presentation will be preloaded on the computer in your session room.

Resources
Direct questions concerning the development of your conference session to meet ARMA International’s requirements to the ARMA Education Team or cassie.sorah@armaintl.org

Program Design and Delivery: The Association for Talent Development also offers tips and tools to help you design and develop content based on adult learning principles.