MODERATOR AGREEMENT
Call For workshop moderators
4th Annual 2006 Millennium Leadership Conference
October 27-29, 2006
TAPPING INTO YOUR POTENTIAL: Personal Professional Empowerment
Clark University
950 Main Street
Worcester, MA 01610

Please sign moderator agreement.
To be considered to moderate workshops during the 2006 MLC Conference, I agree to the following:

• I will pay all applicable registration fees, membership fees, travel expenses, and any other fees/expenses incurred with presenting/attending this conference.

• I will receive a $5.00 discount toward my registration fee.

• I will accept the responsibility of performing the following:
  => meet with the presenter and co-presenters who will assure your full knowledge of workshop materials before hand.
  => Introduce yourself giving name, class, major and institution you attend.
  => Confirm the workshop you are in.
  => Explain the process of the workshop and hand out evaluation forms.
  => Introduce the presenter, read the bio that is in the program or given to you by the presenter.
  => Assist the presenter with any hand outs or set up needs during the session.
  => Collect evaluation forms and return to conference committee.
You may participate in the workshop only if the presenter allows you to. Get permission before the session starts.

___________________________________________
Print Name

Any exceptions to the above policy must be in writing and signed by the MLC Chair.

___________________________________________                  __________________
Signature of moderator                                                  Date

___________________________________________                  __________________
Workshop assigned                                                  Date
This form must be signed for consideration. Only 10 moderators will be selected on a first come bases.