

## Continuing Education Presenter Responsibilities

If you would like to propose a Continuing Education (CE) course, please complete the following steps:

1. Review and sign CE Presenter Contract.
2. Complete course proposal. Syllabus and all supporting documents or resources must be provided at least 2 weeks in advance of scheduled training. (PowerPoint, articles, case studies, videos).
3. Upon approval, work with CE Coordinator and Administrative Assistant to market the course.
4. Coordinate with partnering presenter(s) to clearly divide responsibilities and practice rundown.
5. Communicate any changes or additional supply requests at least 2 weeks in advance.

You will be updated on registration and receive confirmation or cancellation one week before the anticipated date of the proposed course. There is a minimum of 5 participants to run a course.

### At Time of Presentation:

In Person	Virtual
Set up room and materials.	Open session 10 minutes early to greet and settle participants.
Maintain a sign-in form, ensuring all participants are included.	Mark attendance.
Provide evaluation forms.	Perform all technical support including recording session, addressing raised hands, responding to comments and chat, and managing break out groups.
Collect completed evaluation from ALL participants.	Remind participants to complete survey sent to their email.

### At Conclusion of Presentation:

In Person	Virtual
Clean room and supplies.	Be sure to save the recording.
Return materials to appropriate storage areas.	Send attendance to CE Coordinator.
Return room to the preferred layout.	Communicate any issues or unanswered questions.
Provide CE Coordinator with sign-in and evaluations.	
Communicate any issues or unanswered questions to CE Coordinator.	

### Post Presentation:

1. Review evaluation summary as provided by CE Coordinator
2. Complete and return a course reflection.



A course reflection must be submitted by each presenter, individually.