



2024 MASTER FACILITATOR EXPECTATIONS

- The Master Facilitator (MF) Assistantship covers 2024 VSIAS Registration and the cost of a shared hotel room for 3 nights, plus taxes. VSIAS is not responsible for travel costs, incidental charges, or other expenses. Breakfast and lunch are included in the the registration (Monday-Wednesday). Free parking is available at the hotel. Hotel reservations will be made by Cathy Reiner, Registrar.
- The assistantship and registration are not transferable.
- All MFs must attend the pre-conference meeting on Sunday July 21 at 2pm at the Woodlands Hotel, Williamsburg. Travel to and around Williamsburg can be challenging; MFs are expected to plan accordingly. This requirement is non-negotiable.
- There will be other staff meetings held daily to ensure smooth accomplishment of the VSIAS mission. MFs are expected to attend and be on time for all meetings.
- This is a working Assistantship beginning Sunday, July 21 and ending Wednesday, July 24, 2024 after the wrap up meeting and final clean-up at the conclusion of the conference. MFs are expected to be at the conference the entire time and to perform assigned tasks in a thorough and timely manner.
- Punctuality is very important throughout the conference so that things run smoothly. MFs are expected to arrive at designated sessions at the given times (forthcoming).
- MFs will be assigned specific roles for breakout sessions and specific responsibilities for session A/V equipment. All MFs are expected to be proactive and ready to “pick up slack” if they see that another MF is not attending to the necessary duties or is having difficulty.
- MFs will assist speakers with AV/IT media needs. All speakers will be utilizing LCD projectors and may need MF assistance in connecting to them. MFs should make themselves available and identifiable, arriving 15 minutes prior to the start of the presentation. . Each speaker was provided a list of what would be In their session room with their contracts. This equipment has been pre-ordered for their room. MFs may not supply additional AV/IT equipment requested by a speaker. This must be approved by Bob Taylor, MF Chair, 2024 VSIAS Chair.
- VSIAS does not make copies for any speaker materials. They have been advised to bring copies with them should they wish to give handouts. MFs should not attempt to make copies of materials for speakers or registrants.

- MFs will be responsible for giving out the “housekeeping” information in their assigned sessions prior to the introduction of the speaker and at the end of the presentation. This includes handing out the evaluation forms and any handouts as attendees enter the presentation room, making announcements requesting that cell phones be turned off, collecting the evaluations at the end of the presentation and returning them to the VSIAS registrar at the Check-In table, taking trash with them etc. There will be a member of the faculty (Speaker Host) assigned to each session to provide guidance and assistance to the MF staff and to introduce the speaker. The Speaker Host is a member of the 2024 VSIAS Board.
- MFs are the keeper of the standard of integrity and quality for VSIAS during sessions. MFs may not stamp any CE certificate for anyone who was not present for 85% of the session, nor for anyone who did not complete an evaluation.
- MFs will make sure all participants have their CE certificate stamped after the session is over AND before they leave the room. Once they leave the room, MFs may not stamp their certificate. If a participant is demanding about this, they should be referred to Bob Taylor, MF Chair, 2024 VSIAS Chair or David Semanco, MF Committee, VAAP President.