

Presenter Chair - chair works primarily with scheduling and facility chairs. Main responsibilities are:

1. Contacting all volunteer presenters. This also means maintaining and developing a working list of people who've helped in the past, as well as new presenters;
2. Sending out a "presenter needs" form that will dictate room assignments, special equipment needs and room set up requirements;
3. Working with the facility and scheduling chairs to place each presenter in a room that best suits their needs;
4. On the day of the event, chair is responsible for checking each room to make sure that all presenter requirements are present and rooms are ready;
5. Working at the information booth during check in to ascertain that all presenters have arrived and checks for "last minute" essentials from volunteers;
6. Make sure that each presenter receives a certificate of appreciation;
7. Assembling, maintaining and distributing "presenter kits." Training for new presenters on the presenter kits prior to the water festival is also necessary.
8. Assembling and delivering presenter "goodie" baskets the day of or before the festival.

Additional notes:

1. Presenters that come from far distances are invited to stay overnight (at the expense of the Festival). We make reservations for them.
2. We try to provide items to the presenters that they may need to do their presentation with that they are unable to bring with them.
3. All volunteers receive breakfast, lunch and a t-shirt for helping us out. There is no charge for these items.
4. Some presenters need helpers with them in their classroom. We need to ascertain whether the Festival has to line up someone for them or whether the presenter will do that themselves.
5. Any special equipment needed by a presenter - TV/VCR, microscopes, microphones, tables (that aren't part of the classroom), etc., we provide.