**West Virginia Reading Association**

**PRESIDER FORM**

****

Dear Colleague:

Thank you for volunteering to preside at a conference session. **To preside, you must register** **and have paid to attend the conference.** Your roles and responsibilities include: 1) Obtaining session packet from the hospitality desk in the registration area, 2) Introduce the speaker, 3) Issue the evaluation form at the end of the session, 4) Collect the evaluation forms, 5) Return the packet to hospitality desk in the registration area, 6) Attend to the needs of the speaker and all conferees in attendance at the session.

As an association, we do not wish to take away from your valuable conference experience; therefore, please provide the following information to assist us in assigning you a presider time slot, which best suits your conference schedule. Check all that apply.

Thursday, November 19, 2014: \_\_\_\_\_\_\_\_ 10:00-10:45 AM\_\_\_\_\_\_\_1:30-2:15 PM & 2:30-3:15 PM

Friday, November 20, 2014: \_\_\_\_\_10:00-10:45 AM \_\_\_\_\_\_ 1:30-2:15 PM & 2:30-3:15 PM

\_\_\_\_\_I am flexible. Please schedule me whenever the WVRA needs me.

\_\_\_\_\_I am a WVRA Executive Board Member. Do not schedule me during Board functions.

**NAME**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(As it is to appear in the conference program)

**Mailing Address**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; State:\_\_\_\_\_\_\_\_; Postal Zip Code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-Mail Address**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Preferred Telephone Number: (AC\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_

Best times to contact me, only if necessary\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return this form by either mail or e-mail, on or before August 1, 2015 to**

 **Ron Chadwell**

 **4580 Clay Road**

 **Spencer, WV 25276**

 **rgchadwell@yahoo.com**