

# ILLINOIS BUSINESS EDUCATION ASSOCIATION

## Session Chairperson Form

2017 FALL CONFERENCE

November 7-9, 2017 ~ Wyndham ~ Springfield, IL

It's fun, easy, and rewarding! Details will be provided to chairpersons prior to the conference. Session chairperson duties include:

- Greeting conference participants at the door
- Introducing the session speaker(s)
- Assisting the speaker with handouts
- Distributing and collecting session evaluations & CPDU stickers

### Please mark your choice(s):

**Sessions of Interest:**

Computers  Keyboarding  Accounting  Marketing  Other: \_\_\_\_\_

**Preferred day and time:**

Wednesday:  Evening

Thursday  Early-bird  Morning  Afternoon  Evening

Friday:  Early-bird  Morning

Other:  (Anywhere, Anytime)  Specific Session(s) \_\_\_\_\_

Name: \_\_\_\_\_

School: \_\_\_\_\_

School Address: \_\_\_\_\_

School Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Department Chair's, Dean's, or Principal's Name \_\_\_\_\_

Department Chair's, Dean's, or Principal's Email Address \_\_\_\_\_

**Return your completed form to:**

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