

ILLINOIS BUSINESS EDUCATION ASSOCIATION

Session Chairperson Form

2018 FALL CONFERENCE

November 7-9, 2018

President Abraham Lincoln Springfield – a DoubleTree by Hilton Hotel ~ 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:

Patrice Boyles, IBEA 2nd Vice-President

Chicago State University

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