

## Volunteers Needed at the Forum Conference

**The Forum needs your help!** For the first time ever, we plan to produce a conference summary that details the key points of the dialogue sessions, which will be valuable both to attendees and colleagues who are unable to join us in Austin.

### Lead Recorders

Depending on the structure of the session, lead recorders will either:

1. Take notes at their table, based on a note-taking template provided by Forum organizers,
- OR**
2. Identify volunteers at the beginning of the session to take notes (1 per table), provide these volunteers with the note-taking template, then oversee volunteers during the session and answer any questions that arise during their note-taking.

After the session, the lead recorder provides the notes to Deirdre Mendez and Vija G. Mendelson, who will create the conference summary. Since there are six and seven sessions occurring simultaneously, we need at least 15 lead recorders in total. If you are willing to serve as a lead recorder, please send an email to [vija@academicintl.com](mailto:vija@academicintl.com). Once we have assigned specific sessions to our lead recorders, we will contact you with further details. Thank you in advance for your contribution to the work of the Forum!

### Facilitators

Facilitators manage the discussion at a session and are NOT responsible for taking notes. We are seeking facilitators for two sessions:

- The Glossary Project at 9:15am on Saturday, March 3
- The State of the Field Survey Project at 9:15am on Saturday, March 3

If you are interested, please email [Deirdre.Mendez@mcombs.utexas.edu](mailto:Deirdre.Mendez@mcombs.utexas.edu).

#### OVERFLOW HOTELS

We've had a record number of registrations - we're at 280 and still counting - and the conference hotel is FULL. You can find alternatives at:

<http://forumea.dickinson.edu/dialogue-hotel.htm>

#### PLANNING A MEETING?

The Forum has meeting rooms available at the conference hotel for our guests. If you are planning a business meeting and need space, contact:

[glassk@dickinson.edu](mailto:glassk@dickinson.edu).

If you'd like to pass this information on, you can find a PDF of the News on our [website](#).