

# Moderator Assistance Reply Form

MHHA encourages you to make the most of your Institute experience by moderating one or more educational sessions. **No previous experience is required!** As a moderator, you will be the liaison between MHHA and a session at the Institute to ensure that the program runs smoothly and that the presenters have everything that they need. Specifically, moderators need to introduce the speaker/s and make sure that handouts are distributed. MHHA will provide you with the information and resources you need to do this important job and be successful in doing it. Serving as a moderator is a great opportunity for members to be directly involved in this prestigious event and stand out as a leader among your peers.

Many volunteers are needed for this important duty because there are over 100 sessions that require moderators to help make sessions go smoothly. Business Partners also are encouraged to serve as moderators. If interested, please return the completed form by **Friday, Jan. 11, 2008**. Hurry – moderator spots fill quickly and sessions are assigned on a first-requested basis!

A moderator confirmation e-mail or fax will be sent at the end of January.

## Wanted! 2008 MHHA Session Moderators

### Tuesday, February 5

Session C

### Wednesday, February 6

Sessions 101, 102, 103, 106, 107, 110, 111, 112, 113, 114, 115, 116, 119, 120, 121, 124, 125, 126, 127, 128, 132, 134, 135, 136 and 137

### Thursday, February 7

Sessions 202, 209, 210, 211, 212, 213, 214, 215, 216, 217, 220, 224, 225, 226, 227 and 228

### Friday, February 8

Sessions 301, 305, 306, 307, 308, 311, 312, 314, 315, 316, 317, 318, 319 and 321

#### I would like to volunteer to moderate the following sessions:

Session # \_\_\_\_\_ Session # \_\_\_\_\_

Session # \_\_\_\_\_ Session # \_\_\_\_\_

Session # \_\_\_\_\_ Session # \_\_\_\_\_

Name/Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

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

**PLEASE COMPLETE THIS FORM BY FRIDAY, JAN. 11, 2008  
and return it to Heidi Simpson at MHHA in one of three ways:**

1. Fax Heidi Simpson at 651-645-0002
2. E-mail Heidi Simpson at [hsimpson@mhha.com](mailto:hsimpson@mhha.com)
3. Call Heidi Simpson at 651-645-4545 or 800-462-5368