

## Ohio Music Education Association Professional Development Conference Clinician FAQ

This document is not intended to be comprehensive, but to address some of the most common clinician questions and concerns. With nearly 200 clinicians there are bound to be unique circumstances not covered here. Please feel free to contact me in advance of the PDC for assistance. It is difficult to handle special or complicated situations once the event begins.

**Q:** Do I have to register for the conference?

**A:** All OHIO clinicians must preregister for the PDC. Your expense allowance is designed to offset this expense. Your badge will be mailed to you.

**Q:** I am not an OHIO clinician (e.g., do not teach in Ohio). Do I have to register for the conference?

**A:** The quick answer is “no”. This varies somewhat depending on the details of your contract. Your badge will be provided in your clinician packet at check-in.

**Q:** My contract includes housing. Should I make my own arrangements?

**A: No.** OMEA will make all contracted housing arrangements. Please note that you will not be able to simply “add another night” to this reservation. Please contact me if you have questions and we can work through your individual situation.

**Q:** Where do I go once I am onsite for the PDC?

**A:** There is a clinician/presider check-in booth at the main registration area of the conference. If more than one clinician, **only the primary clinician** needs to check in. Registration is located in the convention center. Clinician check-in hours will be the same as attendee registration (see guidebook).

**Q:** Do I have to check in for each session I am presenting?

**A: No.** You may check in once for all sessions.

**Q:** How do I receive my check and/or OFME acknowledgement letter?

**A:** Your check, OFME letter (if applicable), badge (out of state only), and other pertinent information will be included in your clinician check-in packet. The packet is listed under the **primary clinician name**, but contains information for **all clinicians**. Important: You must check-in **before** your scheduled session time.

**Q:** Will I be able to get into my session room before I present?

**A:** We have over 200 sessions scheduled at the PDC. It is likely that your room will be used during the hour preceding your session, but you are welcome to stop in and look around.

**Q:** Will my AV equipment be available to practice on before my session?

**A:** There is a 30-minute break between sessions to allow for set-up and transitions. LCD projectors may arrive later due to the tight schedule. Please be patient!

**Q:** Will someone introduce me and make sure that I have what I need?

**A: Yes.** We have volunteer room presiders who will meet you in your room shortly before your session. They will introduce your session and take care of other housekeeping tasks.

**Q:** What if I have trouble operating the microphone or other requested equipment?

**A:** Ask the room presider to assist you. If they cannot help you, they will be able to contact conference management for further assistance.

**Q:** I did not bring enough handouts. Can OMEA make extra copies for me?

**A: No.** Most clinicians offer a contingency plan – guidebook, website link, dropbox, email, PDF, etc.

**Q:** What if my flight is delayed or I run into bad traffic/weather issues? Can my session be rescheduled?

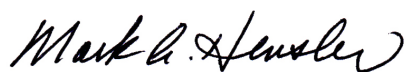
**A: No.** Please contact me immediately if you think you will miss your scheduled session time so that we can notify attendees.

**Q:** Do I need to check-in with anyone after my session is over?

**A: No.** Feel free to stop by the desk and let us know how things went but it is not a requirement. Please send me an email if you have any suggestions, concerns or general comments regarding your experience at the OMEA PDC.

It is our goal to address all logistical questions and concerns prior to your arrival so that your mind can be at ease and you can focus on your presentation. There is a flurry of activity after the conference begins and it becomes increasingly difficult to address individual needs. Please note that I will be onsite and have little access to email after January 30. Feel free to contact me anytime prior to this date regarding your questions or concerns. My best advice – plan ahead and ask questions before you arrive. Thank you for serving as an OMEA clinician and I look forward to seeing you at the PDC!

Sincerely,



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Full conference schedule will be available on the OMEA website: [www.omea-ohio.org](http://www.omea-ohio.org) and through the guidebook app in November. Download the app and search for 2018 OMEA Professional Conference. I encourage you to **double-check** your room assignment (some changes have been made) and review the venue maps as needed.