

**Deborah's Introduction
For Ethics Classes**

Notes to session convener: *Your job is important.* It sets the stage for my whole presentation. Please be upbeat and enthusiastic! They won't remember what you said--just "how" you said it.

Deborah Long has been a teaching professional for almost 40 years. In addition to holding GRI, CRS, and CRB designations, Deborah is a D.R.E.I. (Distinguished Real Estate Instructor), one of only 120 such instructors in the U.S.

A Chicago native, Debbie earned her doctor's degree in educational leadership in 1994. Her study on ethics and Florida real estate agents provoked a lightning storm of controversy in the real estate industry.

Debbie is also the award-winning author of 18 books and many articles and educational programs. She has provided on programs on ethics to accountants, engineers, real estate agents, state regulators, but she laments that no politicians or attorneys have asked her to provide programs for their professionals.

After living in Florida for 20 years, thanks to her husband's employer--IBM (I've Been Moved) she and her family currently reside in Chapel Hill, North Carolina.

Introducer: Please welcome Debbie. (Now, please lead applause to bring energy to the group, and thank you!)

Cont.

Notes for Session Convener:

(Adapted from NAR Speaker Guidelines and from Tripp Anderson, DREI)

Basic Tips:

- Know in advance where the session will be held
- Arrive early
- Introduce yourself to the presenter(s) and determine if the presenter(s) has any special needs
- Ask if the presenter has any special requests regarding his or her introduction
- Assist the presenter(s)
- Ask attendees arrive, encourage them to sit near the front of the classroom

A Good Convener:

- Makes the speaker(s) look good
- Appears professional
- Demonstrates enthusiasm
- Deals with distractions well
- Is proactive

A Poor Convener:

- Arrives just before the session begins
- Is not prepared
- Mispronounces the presenter's name(s) or misreads the introduction
- Handles him/herself in a manner which distracts from the presenter(s)
- Speaks to the presenter(s) and not the audience
- Leaves the room during the session
- Is reactive

Starting the Session:

- Welcome the attendees
- Make any necessary announcements
- Introduce the presenter(s)

During the Session:

- Assist the instructor(s) with any handouts
- Position yourself near the door to deal with such things as late arrivals, hallway noise, etc.
- Listen to the presentation to monitor compliance with any requirements

Closing the Session:

- Thank the presenter(s) and lead the applause
- Thank the attendees
- Collect and review the evaluations, if any

