

❖ Sample Conference Sign-Up Sheet

Conference Times, Paper #1

Please sign up for one of the conference slots below and fill out a reminder slip for yourself. All conferences will be held [in the Writing Center, the Union, the library, at Steep N Brew]. They will last about 20 minutes. You can recognize me by [my red baseball cap] and I will be sitting [make it as easy for them as possible]. Please come on time!

IMPORTANT NOTE: Bring your draft with my comments to your conference. Be sure to spend at least 15 to 20 minutes re-reading your paper before the conference, so you can ask me questions about my comments and we can discuss your concerns about your paper and/or your writing in general.

Monday, Oct. 13

Noon _____
12:30 _____
1:00 _____
1:30 _____

Tuesday, Oct. 14

3:00 _____
3:30 _____
4:00 _____
4:30 _____
5:30 _____

Wednesday, Oct. 15

5:30 p.m. _____
6:00 _____
7:00 _____
7:30 _____

Thursday, Oct. 16

10 a.m. _____
10:30 _____
11:00 _____
11:30 _____

If you absolutely **cannot** come to any of these times, write your name, phone number, and e-mail address below:
