

2006 VMMC Responsibilities
Steering Committee Moderators,
Facilitators and Co-Facilitators

Moderators

Prior to Conference

Complete the conference registration form and submit with payment.

Get information from Steering Committee liaison regarding name of presenter and subject matter.

Contact presenter to determine what they would like you to say as a means of an introduction at the beginning of the session. Make sure they (the presenter) understand the VMMC requirement that all presenters utilize the VMMC PowerPoint template to format their presentation slides. If they do not have a copy of the template, contact the EPP office to have a copy forwarded to the presenter. Inform/remind the presenter that presentations are not to be, if at all possible, biased in such a manner as to be considered a commercial endorsement, and let them know they are responsible for providing handouts for a minimum of 100 participants.

Secure a copy of the presentation via email or on a CD at presenters soonest opportunity and forward a copy to the EPP offices. Review content to make sure that presentation is not “sales” oriented and that the content is appropriate to the topic

Assure that presenter has registered and has submitted the required information (i.e., personal information, summary of presentation for conference brochure) to the University staff as requested.

During the Conference

Arrive early to scheduled session to greet presenter(s). Please note that a room will be made available for this purpose and that a computer will be on hand.

Contact the University operator assigned to the room and make sure that the presentation is successfully loaded on the computer and responds to the command prompt to initiate the presentation.

Be familiar with the controls at the podium for lights and sounds and make adjustments as necessary during the session.

Fill out the pink “Panel Member Attendance Sheet” and see that presenter fills in their information on one of the lines. Be sure to write down the number of attendees on the form.

See that the correct evaluation forms are available at the tables in front of the doors. Assign trustees in attendance to insure that the attendees receive a copy.

See that handouts are given to participants before, during, or after the session, as required by the presenter.

Before the session starts, remind participants to fill out evaluation forms, assure that there are at least two Trustees in the room who will be doing Trustee evaluations, and assign a mike runner for each side of the room for the question and answer part of the session.

Introduce presenter(s).

At the end of the session remind participants of the importance of filling out their evaluation forms and to give them to the trustees located at each door as they leave the room.

Assure that presenter(s) speaks slowly and clearly into the microphone (**presenter MUST use microphone**).

Facilitator

Prior to Conference

Contact your Co-Facilitator if one has been selected; if one has not been identified, select someone (Utilities - notify the Utilities Panels Coordinator). The main purpose for the Co-Facilitator is to have someone familiar with the topic and makeup of the panel so they can fill in for you in an emergency. The Co-Facilitator should also assist in developing your topic and contacting panel members.

Review comments from last year's panel (if the topic was used) as you are determining what direction to take.

Develop Purpose/Objective statement for the panel. This should be a sentence or two that will be used in pre-conference advertising and in the conference brochure to encourage attendance and to give attendees information that will help them determine which sessions to attend. **Also develop a title that will attract attention.**

Confirm at least three panelists. Make sure they understand the VMMC requirement that all should the panelist make a presentation, they are to utilize the VMMC PowerPoint template to format their presentation slides. If they do not have a copy of the template, contact the EPP office to have a copy forwarded to the presenter(s). Inform/remind the panelists that if they are presenting, that the presentations are not to be, if at all possible, biased in such a manner as to be

considered a commercial endorsement, and let them know they must provide handouts for a minimum 100 participants.

Develop a panel with expertise in the subject being discussed. Size of panel will depend on topic and method of presentation.

Inform presenter(s) and panel members that they will be receiving a confirmation letter and brochure with registration form the first week of February.

Fill out a Panel Member Information Sheet for the Co-Facilitator, each panel member, and any presenters and return it to the University of Washington by date specified on form.

Complete the conference registration form and submit with payment.

Secure a copy of the panelist's presentation(s), if any, via email or on a CD at panelists soonest opportunity. Copy all presentations to a single CD and forward a copy to the EPP offices. Review content to make sure that presentation is not "sales" oriented and that it is appropriate to the topic. **Review all presentations to make sure that adequate time is available for each presenter plus a minimum of 15 minutes at the end of the session for questions.**

Communicate with your panel members in the coming months to ensure their continued interest and participation. **Contact them 3-4 weeks before the conference to reconfirm attendance.**

Remind attendees to use the S.O.S. slips and hand them to the trustee mike runners if they have any questions and do not wish to ask themselves.

During the Conference

Arrive in the room designated for your panel in time to greet panel members and presenter(s) and assure everything is set up. Please note that Room 234 will be made available for this purpose and that a computer will be on hand.

Remind Co-Facilitator to complete panel member/attendance information form.

Contact the University operator assigned to the room and make sure that the presentation(s) is (are) successfully loaded on the computer and responds to the command prompt to initiate the presentation

Be familiar with the controls at the podium for lights and sounds and make adjustments as necessary during the session.

See that the correct evaluation forms are available at the tables in front of the doors. Assign trustees in attendance to insure that the attendees receive a copy.

See that handouts are given to participants before, during, or after the session.

Before the session starts, remind participants to fill out evaluation forms, assure that there are at least two Trustees in the room who will be doing Trustee evaluations, and assign a mike runner for each side of the room for the question and answer part of the session. **All questions or statements by the participants should be made into a microphone. If not, Facilitator is to repeat the question.**

Identify microphone runners for the question and answer portion.

Welcome, announce topic, make introductions.

Facilitate the presentations and question and answer session. Facilitator is not to be considered a panelist. If he so chooses, the Co-Facilitator then must step in and act as Facilitator

Be aware of the audience - do they need a stretch break, does a panel member's presentation need to be "cut short" to allow time for the rest of the panelist's presentations. Make sure that everyone is getting a chance to ask their questions.

At the end of the session remind participants of the importance of filling out their evaluation forms and to give them to the trustees located at each door as they leave the room.

Co-Facilitator

Prior to Conference

Complete the conference registration form and submit with payment.

Work with Facilitator on above noted responsibilities.

During the Conference

Be prepared to fill in for Facilitator in case of emergency.

Arrive early to scheduled session to assist Facilitator.

Fill out top part of panel member/attendance information form and see that it is signed by all panel members/presenters.

Assist Facilitator in accomplishing above noted responsibilities.

11/27/05