



NCWorks Partnership Conference

October 5 - 7

SHERATON FOUR SEASONS

Greensboro, NC

www.ncwtc.com

Thank you for volunteering to be a workshop moderator at the
2016 NCWorks Partnership Conference

There will be NO MODERATOR TRAINING SESSION at the conference!

Please see the moderator instructional video.

*Please pick up your moderator packet from Nona Stell at the
Designated Registration Desk - 3rd Floor Pre-Function Area.*

We're counting on you to read this entire info sheet so you are fully aware of your responsibilities. Your primary job is to ensure that your workshop runs smoothly. **It is critical that you arrive at your workshop at least 15 minutes prior to the start of the session.** When you arrive, meet the presenter and assist them as needed.

The contents of your packet are explained here, along with your moderator duties:

- 1. AV Equipment / Workshop Detail Sheet** - Each workshop room will be equipped with a screen, AV cart, podium w/microphone, and LCD projector; each presenter has been instructed to bring a laptop. **Please make sure that the correct equipment is in the room and working properly.** If any assistance is needed with equipment, temperature, lights, additional chairs, or other issues, **please dial 4100 or "0"** on the hotel phone located inside each room or come to the Conference Registration Desk for help. *Neither you nor the presenter is authorized to order additional equipment.*
- 2. Handouts** - Handouts will be posted to the Training Center website. Presenters have been told that they do not need to provide hard copies. Please remind attendees that handouts will be posted to www.ncwtc.com as soon as possible.
- 3. Welcome/Housekeeping Announcements** - There is a prescribed welcome in your moderator packet be sure to review this and add any additional comments or notes that will make this introduction faster and easier for you. Be sure to write in the title, date and time of session on this sheet to better assist you with these announcements.
- 4. Presenter Introductions** - Use the introduction in your packet to **introduce the speaker** for your session. **Please keep it brief** so as not to use much workshop time. Some presenters prefer a very brief introduction, so be sure to ask for their preference. If you don't have an introduction in your packet, just ask the speaker for the information you need.
- 5. Evaluation Forms** - **You are responsible for ensuring that your workshop is evaluated by the attendees.** At the beginning of the session, please instruct all attendees to fill in the **workshop title, date and time** on the evaluation form to properly identify the workshop. **Please also mention the option of using the Mobile App to complete the evaluation.** **Ask participants who need help with this to stay behind after the session or to visit the Cyber Café.** Give each person a form as they enter rather than placing them in the chairs ahead of time. We've found that this results in more people completing them. When the session is over, stand at the door and collect the evaluations. When you have collected all of them, tear them apart and **give the speaker the yellow copy.** Use the white copy for the next step (See #5).

6. Staff Tally Form - Use the white copy of the evaluations to **compile the results on the Staff Tally Form**. Be sure to fill in all information, and total the results for each question. Place this tally form in your envelope and return all of your materials to the Conference Registration Desk. (See #10.)

7. Traffic Control - Workshop rooms with multiple doors will have a **Use Other Door** sign on doors located near the speaker. Please do not remove this sign. Do your best to monitor the traffic flow so latecomers don't cause a distraction.

8. Session Full Sign - Pay attention to your room attendance to avoid over-crowding. When all chairs in your session are occupied, close the door and tape the **Session Full** sign(s) outside the door using the tape in your packet. Try to discourage attendees from standing in the room as this is a violation of safety rules.

9. Cell Phones - Please help maintain an atmosphere of respect by reminding attendees to **silence their cell phones**. *Don't forget yours and the presenter's, too!*

9. Contact Hours for Continuing Education Credits (CEUs) - Each attendee packet contains a *Self-Certification for Conference Contact Hours* form, copied on **yellow** paper for easy identification. ***This is a self-certification and does not require any signatures - same as last year.*** Please mention this in your opening remarks. You have a few extra forms in your packet and there are more at the Conference Registration Desk if anyone needs a replacement.

10. After Your Workshop - *Last step and you're home free!* Place the white copies of the evaluations, completed Staff Tally Form, *Session Full* sign, and all leftover items (forms, tape, etc.) in your envelope and return to the Conference Registration Desk. There will be a box that is clearly labeled for this purpose when the desk is not staffed.

Times to Be Aware Of -

Wed, Oct 5 Opening Session - 1:00pm
 Concurrent Workshops - 3:30pm
 Partnership Festival – 4:30pm
 NCWorks Dinner Buffet - 5:30pm
 Workforce Connection (sponsored by SETA) - 7:00pm

Thur, Oct 6 Breakfast Buffet - 7:30am
 General Session – 9:00am
 Workshops - 11:00am, 1:30pm, and 3:00pm
 Governor's Awards Banquet - 6:30pm

Fri, Oct 7 Continental Breakfast - 7:30am
 Workshops – 9:00am
 Closing Session – 11:00am

If you have any questions, please see Nona Stell at the Conference Registration Desk.

THANKS FOR YOUR HELP!