

To do List for Site Coordinators

Prior to the Day of the Conference:

- Go to the [conference web site for information regarding the conference](#)
- [Read the Site Coordinator materials](#) early to assist you in preparing for the conference.
- Carefully review the “Join our Online Discussion” handout. We are relying on you to encourage and support the engagement of your participants with these integrated technologies.
- Encourage participants to bring their laptops/phones to submit questions via email and social media.
- Make sure your designated space has access to a computer and internet connection to email questions to the presenters.
- It is best to have an IT person available during the broadcast for any technical difficulties.
- Act as an “in-house host” for the conference. Prior to the broadcast, find out where the nearest restrooms, public telephones, and refreshments are. If you choose, make arrangements for refreshments to be provided.
- If you have questions pertaining to the conference, call Nora M. Lee at (612) 624-4231, or email CASCW@umn.edu prior to April 19.

On The Day of the Conference:

- [Access the appropriate website for viewing the program](#)
- This is a [great tool for troubleshooting YouTube playback](#) issues. It goes over many of the common issues.
- Check the computer/internet connection to make sure it is working.
- Post signs indicating location of the room used to view the conference (if necessary).
- Check room for comfort of participants: adequate seating, visibility from different parts of the room, temperature, audio levels.
- Have all participants sign in using the participant sign-in list.
- Ensure that everyone has the participant materials. **All participants will receive a web link to obtain and print materials prior to the event.** Please bring extras for those who may forget. [Handouts will also be accessible online the day of the conference.](#)
- Facilitate the emailing of questions that participants want the presenters to address. Encourage and support participants in asking questions and encourage them to email/Tweet throughout the broadcast.
- Collect the evaluation sheet from each participant before they leave.** If your participants completed the evaluation online, we will receive them electronically and there is no need to mail a copy.
- [Fill out site coordinator feedback form.](#)
- Mail participant list, site coordinator feedback form, discussion guide notes, and all evaluation sheets to:**
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Please send these items to CASCW no later than May 3, 2017. Thank you!