Detailed Local Facilitator Responsibilities

1. **Facilities.** The facility should be equipped with a computer projection screen with linkage to the Internet. The workshop leaders will use the Voice over Internet Protocol (VoIP) for their presentations and communications with the local sites. Thus, the host computer should have an adequate external speaker system. ***At the choice of the Facilitators, communications from the local sites to the workshop leaders for responses and Q&A segments can be via either VoIP or conference telephone.*** If VoIP is used, a noise cancelling microphone is required. The LSU Communication Studio has successfully used an audio-technica USB Cardiod Condenser Microphone, Model AT2020 USB. A microphone with equivalent specifications is recommended. It's also best to use a hard wired as compared to a wireless microphone. If possible, the room should be equipped with tables that will allow participants to easily interact in groups of two or three

2. **Registration and Logon Instructions.** Registration is only open to institutions that provide facilitators who agree to organize and coordinate a local group of faculty members who are participating in an IWBW session. Registration for all sessions will be limited to 100 sites and they will be filled on a first-come, first-served basis.

   - Facilitators may register their institution for multiple workshops.

   - Facilitators should use the name of their institution NOT their name on the registration form. Please use both boxes to list your institution, since these are required fields.

   - Facilitators will receive logon instructions within several hours; please make sure you check junk mail if the instructions do not appear in your regular email.

   - Any questions concerning logon instructions or registration can be directed to Roger Seals ceseal@lsu.edu.

3. **Handouts.** In advance of the date of the workshop session(s), you will receive an email from Roger Seals with specific guidance concerning the downloading, reproduction and distribution of workshop handouts to workshop participants. Handouts will be distributed at various times in the virtual workshop and the will indicate when to distribute each handout. Facilitators will be provided with an advance copy of the workshop slides annotated with specific instructions for moderating the workshop session. These documents will be posted on the Resources link (http://ehrweb01.aaas.org/stem-iwbw/resources/).

4. **Orientation.** The Orientation sessions provide facilitators with the opportunity to check their communications links with the Internet conferencing software. Our

goal is to ensure that 100% of the sites have a satisfactory 2-way audio link with the workshop leaders. In addition, questions concerning workshop logistics can be addressed during the session. No formal presentations will be given and Facilitators can join the session at any time during the two hour period of the session.

5. **Sign-in of Participants.** In advance of the workshop session, Facilitators will be provided an Internet link that they should forward to their participants requesting that they sign-in and complete a brief, on-line pre-workshop assessment survey before the actual meeting time. Since it is critical that the IWBW Program has information about the number and characteristics of the participants in order to report to NSF, Facilitators should send a reminder to their participants about the need to sign up. As you will see below, Facilitators will also need to have a few computers available at the time of the workshop to allow those that have not signed up to do so.

6. **Initial Local Activities.** An annotated set of slides will be supplied to the Facilitators in advance of the workshop session(s) that will provide guidance on how to manage the initial local activities. These will include a final opportunity for participants to sign up, get organized, and engage in an initial reflection about the workshop topic

7. **Interactive Workshop Format.** The virtual segment of the IWBW will consist of a series of content discussions, each of which will be followed by an onsite activity in which the participants are asked to engage actively. Basically, these interactive activities will follow the "Think, Share, Report, Learn" model.

   - The Workshop Leaders will pose a relevant question to the participants, after which they will have time to Think individually and then to pair up with a colleague to discuss their mutual responses.

   - The Facilitator will then lead a discussion during which individuals can report their responses to the local group.

   - After this, the Workshop Leaders will call the virtual workshop back into session and ask for reports from selected sites.

   - Finally, the Leaders will share their response to the question or issue that was posed.

   The actual times for these elements may vary but specific guidance will be provided in the annotated slides and by the Workshop Leaders during the session.

8. **Concluding Local Activities.** At the end of the formal workshop, participants will again be asked to respond to a second "reflection" question and then share their

responses with the local group. Material to support this activity will be provided in the set of annotated slide provided to the Facilitators. Facilitators are requested to "take notes" and capture the essence of the discussion so that they can provide a brief summary in their post-workshop survey.

9. **<u>On-Line Post-Workshop Survey for Participants</u>**. In the annotated slides, Facilitators will be provided with a link (URL) to an online post-workshop assessment survey for participants. They will need to provide this to their participants and encourage participation. Due to time and other constraints, participants will need to complete this survey after their return to their offices. Since it is very easy to overlook this task, Facilitators will need to remind participants to complete the survey a few days after the workshop.

10. **<u>Online Post-Workshop Survey for Facilitators.</u>**, Facilitators will be provided with a link to an online post-workshop assessment survey, which will be different from the participants' survey. As noted above, among other questions, Facilitators will be asked to provide a brief summary of the reflection discussion completed during the concluding local activity.