

Child Welfare Reform

Prior to the Day of the Conference:

- Go to the conference web site for information regarding the conference: <http://cascw.umn.edu/17th-annual-spring-child-welfare-conference/>
- Read the Site Coordinator materials early to assist you in preparing for the conference. You can download them here: <http://z.umn.edu/sitecoord>
- 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 12.

On The Day of the Conference:

- Access the appropriate website for viewing the program: <https://www.youtube.com/watch?v=Z3ZkRNBp130>
- This is a great tool for troubleshooting YouTube playback issues. It goes over many of the common issues. https://support.google.com/youtube/topic/6077002?hl=en&ref_topic=3014746
- 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 at <http://cascw.umn.edu/17th-annual-spring-child-welfare-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.
- 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 April 26, 2016. Thank you!