

## 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 (printing conference materials, etc.).
- 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](mailto:CASCW@umn.edu) prior to April 29.

### **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 – you can print from the link for Off-Site Coordinators mentioned above. You will receive CW360 Publications through the mail for the number of participants registered at your Off-Site Group Location.
- 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.
- Your participants will be able to complete the evaluation and obtain CEHs online.** A link will be provided in the Off-Site Coordinators section of our conference web page mentioned above.
- Fill out site coordinator feedback form.
- Mail participant list, site coordinator feedback form, and discussion guide notes to:***  
Nora M. Lee  
Center for Advanced Studies in Child Welfare  
School of Social Work, University of Minnesota  
205 Peters Hall  
1404 Gortner Avenue  
Saint Paul, MN 55108

***Please send these items to CASCW no later than May 10, 2019.***

**Thank you!**