

EXPO



2017

TO: EXPO Workshop Leaders
FROM: AYSO National Office Events and Programs Staff
SUBJECT: **Workshop Leader Checklist**

Welcome to the AYSO EXPO 2017! The fun and success of the EXPO depends, in large measure, on the Workshop Leaders who represent the best of AYSO. Thank you for being an important part of it!

Please read the following information, as it answers many questions about being a workshop leader at the EXPOs.

Prior to the EXPO

- ✓ Lesson plans and PowerPoint presentations are available for download on www.aysoexpo.org under the Workshop Leader tab and discipline-specific drop down.
- ✓ For assistance, contact the discipline-specific National Office staff listed on the website.
- ✓ Please review the materials and practice your presentation prior to the EXPO. Contact and coordinate with your co-leaders(s). Bring a paper copy of the lesson plan and any preparation materials with you to the EXPO. The National Office will not provide paper copies on-site.
- ✓ Verify with your Section Director **and** EXPO discipline lead which course(s) you have been assigned to teach and at what time(s).

NOTE: Only the published lesson plan and PowerPoint presentation, which are already on the provided laptops, will be used. No personal laptops, no flash drives, etc. will be permitted.

On Site and During the Workshop

- ✓ Prior to your workshop start time, please stop by the Instructor Lounge to verify if your workshop requires a roster, selective teaching aids, or required pen-to-paper handouts, which will be provided to you in a folder or envelope. Please return all folders and materials to the Instructor Lounge after the workshop.
- ✓ If you are unable to teach your assigned workshop, please inform the Section Director and/or National Office Events staff immediately.
- ✓ If you are teaching a certification course, there will be an official eAYSO attendance roster in the folder. The roster will be provided on-site. **Do NOT pull your own roster in eAYSO.** The workshop leader is responsible for the roster until the workshop is over. There is no back up copy. The roster must be signed LEGIBLY by all of the participants who attend the course. **The roster MUST be returned to the Instructor Lounge for the National Office Events staff to collect.**
- ✓ Check the workshop room conditions: cleanliness, temperature, set-up, A/V equipment, flip chart, markers, water, etc. Please contact the National Office Events staff on-site if there are concerns.
- ✓ Each room will be equipped with a pre-loaded laptop computer, LCD projector, PowerPoint clicker, flipchart and markers. The official PowerPoint presentations are on the laptops and these are the only ones to be used.

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On Site and During the Workshop (continued)

- ✓ The laptop and LCD package will be set up by the Event staff prior to workshops. Do not detach any equipment or set up your own equipment. Do not insert any flash drives or other devices.
- ✓ Please do not try to fix equipment or order more supplies from the hotel staff. Do not move equipment from room to room. If there is a concern, please check with the National Office Events staff for assistance.
- ✓ Please start on time. Teach your workshop! Enjoy! Share the best that AYSO has to offer. Make your workshop meaningful. Use as much interaction as is practical. Remember – there is no such thing as a silly question. Respect the participants and make them leave feeling glad that they came!
- ✓ Allow time at the end of your workshop for participants to complete the Workshop Survey. Instructions, scantrons and no. 2 pencils will be provided in every room.
- ✓ Take the last few minutes to wrap up and thank everyone for coming. Please end on time.

After the Workshop

- ✓ **Make sure your roster (if applicable) is returned to the Instructor Lounge for the National Office Event Staff to collect.** Your attendees deserve credit for courses and the National Office is responsible for the data entry. You may take a picture of the roster with your phone, but do not take the original roster anywhere except to the Instructor Lounge.
- ✓ If you are the first leader for a workshop, which will be repeated during the EXPO, collect all materials and return them where you picked them up. Leave the A/V equipment in the room – it will be handled by the National Office Events staff.
- ✓ If you are the lead or co-lead in at least two workshops (2.5 hours), your **early** registration fee can be submitted for reimbursement. The Workshop Leader Reimbursement Request Form can be downloaded from the EXPO website and submitted after you have lead your workshops and obtained the appropriate signatures. We will not be accepting hard copies of the reimbursement form on-site. Please attach a complete and signed copy to your Chrome River reimbursement within 30 days after the EXPO. **Any reimbursement requests received 30 days after the conclusion of the EXPO may not be awarded.**

Your time and energy are much appreciated. We hope that your weekend is an enjoyable one for you and your workshop attendees!