

Sept 2020

These are the 2020 Program Workshop Coordinator & Presenter Instructions. They may be useful as templates for instructions in future years.

## **Instructions for UMRA Workshop Coordinators**

Thanks for agreeing to coordinate an UMRA workshop. Here is a checklist for making sure that the event goes smoothly.

### **Right after presenter agrees to do the workshop.**

- Send an email confirmation of the workshop and attach the Guidelines for UMRA Workshop Presenters. If virtual, let the person know that there will be practice session a few days before the workshop.

### **Five weeks before the workshop.**

- Send out an email requesting the presenter provide a paragraph on the workshop and a 300 dpi/1 mB headshot photo for the UMRA newsletter. Also remind them to tell you about their needs for audio-visual equipment.
- Upon receipt of their reply, prepare the newsletter article and forward to the newsletter editor, Kris Mortensen.

### **One week before the workshop.**

- Send an email to the presenter, checking to confirm the arrangements for the workshop. Include your cell phone number so that the presenter can contact you the day of the event.
- Send an email to the Campus Club ([ccevents@umn.edu](mailto:ccevents@umn.edu)) asking that they make sure that a podium with microphone and speaker is put into the room, and that someone is available to help set up (including bringing cables for the projector).
- If necessary, arrange to get a laptop for the presentation.
- Virtual workshops: Do a half-hour practice with Zoom team and presenter. Ask the presenter to have their slides ready for this practice

### **Day of the workshop.**

- As soon as the room is available, work on setting it up. Find a Campus Club employee to help set up the podium and computer as needed. Arrange the room for listening by setting up the tables at a slant facing forward, removing extra tables, and putting extra chairs around the back.
- Do a brief introduction of the speaker, and monitor time.
- Take notes on the presentation (for use in the article on the workshop).

### **Day after the workshop.**

- Send a thank-you to the speaker. Also ask them to send a copy of their presentation, if they have agreed to do so.
- Write a short (350 words) article for the newsletter, summarizing the workshop.

### **Addendum for virtual workshops.**

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- About a week before the workshop, there needs to be a half hour run-through of the technical details with the presenter and the UMRA Zoom team. The UMRA Zoom coordinator will send schedule and host the meeting.

## Guidelines for UMRA Workshop Presenters

Thank you so much for agreeing to lead an UMRA Living Well Workshop! Here are some guidelines to help make sure your presentation is a good experience.

1. You will be working with an UMRA coordinator, the person who contacted you about doing the workshop.
2. Approximately 5 weeks before your workshop, we will email you, asking for a few sentences describing what your workshop will cover, a brief summary of your professional background, and a publication quality (300 dpi or 1 mB) headshot picture of you. Please send the picture as an email attachment. The reason for this request is that we will want to publicize your workshop in our monthly newsletter.
3. Your workshop will be an hour long, starting at 1:30 pm in the Dale Shephard room of the Campus Club (unless we have told you otherwise). The Campus Club is located on the 4<sup>th</sup> floor of Coffman Memorial Union on the East Bank campus of the University. Please plan to arrive early so that we can make sure the room setup meets your needs.
4. For virtual workshops, note that there will be a half hour practice session a few days before. The workshop coordinator and UMRA Zoom team will coordinate this. If you have a slide deck, you should have it available at this time. The presentation will be Zoom webinar with Q and A at the end. UMRA will host and handle all the technical details, including operating the slides.
5. The room holds 35-45 people. If you are planning to bring handouts, bring at least 40.
6. Please tell us about your needs for audio-visual equipment. The room is equipped with a projector for PowerPoint slides. However, we don't have a laptop routinely available. If you are using PowerPoint, please plan on bringing your own laptop or letting us know in advance if you need one. With your permission, we would also like to put your slides on our website for the benefit of those who couldn't attend the workshop. If you're OK with our using your slides, send them to us as an email attachment. For those not using PowerPoint, we can provide a flip chart and markers if needed.
7. If you are coming from off-campus, parking can be a challenge. The closest parking is the East River Road Garage. If that ramp is full, the ramp for the Weisman Museum, a little further north on E. River Road, is a good alternative. Both ramps will leave you about a five-minute walk to the venue. There are many other parking areas and meters on campus, but they are likely to be 15-20 minutes away. It's best to leave yourself plenty of time to find a spot. You can also avoid parking altogether by taking the Green Line light rail to the East Bank station, close to Coffman.
8. If you have questions, please be in touch with your UMRA contact. Please make sure you exchange cell numbers in case you have last-minute issues the day of the event. You can also call the head of the workshop committee, Ron Matross,, at 651-895-9980 or rmatross@gmail.com.

Again, thank you for your efforts! We very much appreciate your generously sharing your time and expertise with us.