

THE FORUM ON WORKPLACE INCLUSION

Session Host Volunteers

ALL VOLUNTEERS MUST CHECK IN ON PATHABLE

The Session Host is responsible for working with the presenter and the Session Coordinator to ensure session management and success. Session Hosts will be assigned to each session to act as official Forum Hosts and representative for the presenter, panelists and attendees. The Session Host will evaluate the session for the highest caliber content and presentation form.

Main Function/Role

- Act as liaison between presenter and Forum
 - Meet presenter in green room prior to session
- Assist presenter with session preparation in Zoom.
- Assist in positioning presenter for success
- Assess and evaluate the presenter and session content
- Ensure quality assurance of session
- Manage conflict resolution if needed

Zoom Duties

- Meet the presenter(s) in the session green room; introduce yourself and your connection(s) to the Forum (committee member, corporate sponsor, etc.). Make them feel welcome. **20 minutes before session**
- Clarify with presenter(s) and session coordinator the following:
 - Discuss session structure for any assistance they may need during the session
 - Review any previously agreed upon information
 - Please discuss with the presenter(s) prior to the session to determine who will do the introductions. If the session has a corporate sponsor, a representative from the sponsoring organization may do the welcome or introduction
- Remind presenter(s) of announcements will be on Pathable
- Discuss with the presenter(s) conflict resolution techniques and how situations will be handled should they arise. If the presenter has a set format for handling conflict, use your judgment based as to how the situation could be handled.
- Announce the Session ID and name of the session at the beginning of the session
- Make opening and closing announcements, available on Pathable. Work with Session Coordinator for announcement delivery.
- Recognize any corporate sponsors for the session
- Walk through evaluation process – evaluations on the Session Page
- Evaluate speaker(s), session content and how well the session was delivered on the evaluation form, this form will be emailed to you..



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- Walk-through how to find the evaluations on the Session Page
- Thank presenter(s) and remind presenter(s) of announcements

Announcements

Announcements will be provided daily to ensure the most updated information. These announcements will be made through Pathable so it is important for Session Hosts to know where to find them.

Level of Learning

Please remind the presenter(s) to announce the learning outcomes and level for their session.

Updates

- Update sessions are essential to the success of the Session Host position. It is important that those who volunteer as a Session Host attend the virtual check-ins before their assigned session.
- The Session Host will train with the Session Coordinator. The joint training/check-in is to update volunteers of daily changes and to ensure a smooth session transition free from complications. It will also provide an opportunity for both Session Host and Coordinators to discuss issues that may arise.

Evaluation guidelines

- Session Hosts will assess and evaluate the presenter and session content
- Each question posed on the evaluation form should be thoughtfully answered. Please avoid yes and no answers.
- Evaluations are used to plan future sessions; your expert opinion is important.
- Evaluations will be emailed to you

If attendees have not made prior arrangements for disability assistance, please contact the concierge booth immediately for further instructions.

Other notes:

- Work with the Session Coordinator to determine who will message the presenter in Zoom time reminders.
 - Send presenter a message in Zoom simply saying 10 minutes remaining, 5 minutes remaining and time's up.
- Clarify with the presenter if there are handouts (Handouts are located on the "File" tab on the session page)

For all volunteers

Please keep in mind that you may need to be flexible as situations change. If you are not currently assigned to a task, always check in at the concierge booth to see if there current volunteer needs.