**Dynamic Presentations**

**March 16th @ FCSS**

**Meeting to Do:**

\*\*Participants: 50 -- Please plan for materials for 60.

\*\*Please have materials ready on March 9th. Set up to begin at 1:00pm on 3/15

**Alyss**

Confirm set up time for March 15th

Order breakfast with Panera – February 10th

Fruit (in cups), breakfast sandwiches (½ meat, ½ without meat), 2 coffees, OJ

Confirm breakfast – March 11th and 15th

Meeting signs

Sign in sheet

Name tags (First name – big, last name – small)

10 blank name tags & sharpee

Candy & Candy bowls (9)

Water bottles (2 flats)

**Large** workshop boxes (check for complete materials in each, 6 of each) - 10 boxes

\*Please replenish large post-its, and remove small post-its

Folders

* Front label: Dynamic Presentations logo on large label, contact info inside
	+ Please update Rachel’s title

Blue tape

Pad of Posters

Poster headings:

 **Burning Questions (on orange)**

* Blank poster (without laminate)

 **Agreements (blue)**

* Blank poster (without laminate)

 **Norms (same green)** \*\*Rachel -- write out on poster

 **Agenda (same green)** \*\*Rachel -- write out on poster

Send thank you email the afternoon of the presentation (Sometime between 1:00pm-3:30pm) – *Rachel to draft*

**Table Set-up:**

9 round tables, 6 chairs per table

3 skinny tables (1 up front for presenters, in the back, outside 101T for registration)

**Rachel**

Upload timer powerpoints online, provide Rachel with link(s)

Write agenda/norms

 **Norms (same green)**

* Be Present
* Be Professional
* Be Open to Change

 **Agenda (same green)**

* Let’s Get Started
* First Impressions
* ***Break \*written in blue***
* Simulations
* Planning
* Resources
* Evaluation/Closing

Update Symbaloo

Upload PowerPoint

Upload To Do

Update survey

**Documents to print:**

***Folder Packet (Packet paper clipped –* 60total*):***

1. Let’s Get Started Reflection (light blue)
2. PUNCH handout (coral)
3. Reflection Journal Dynamic (printed on white paper,1 sided stapled)
4. Engagement strategies (color, back to back, stapled, on white paper)
5. Dynamic Presentations To Do (printed on white, back to back)

***Middle of Tables:***

* First Impressions (on white), 6 per table under the workshop lid

***Front Table:***

* First Impressions (on white), 10 extras
* Extra homework articles (15): Facilitating Learning for Adult Learners
* Honoring Your Students (54) - light purple, cut into 1/2 sheet, paperclipped in groups of 6 (include 6 extra sheets)
* Dynamic Presentation handout (54) - on white, paperclipped in groups of 6 (with 6 extras)
* Presenter Note Slides (54) – 1 sided, stapled. Paperclipped in groups of 6 (with 6 extras)
* **Evaluations** (*Developing Dynamic Presentations* on Google Survey) - (15 copies, at front table):
	+ <https://forms.gle/Q8DxTWE3PdGbzr1T9>
* Charting Markers (blue - 1 & black - 1)
* Additional packets (6)