

# Workshop Leaders' Checklist

Welcome to the 2015 EXPOs! 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 thoroughly 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 view and/or download at <http://expo2015.ayso.org/welcome-instructors/>
- ✓ If you need assistance, please use the discipline-specific contacts on the website.
- ✓ Please review the materials and practice your presentation in advance of 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.

**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.**

---

## On Site Prior to and During the Workshop

- ✓ If you have any concerns about your workshop, the Events staff will be available at 11:30 am on Friday of the EXPO in the Instructor Lounge to answer questions.
- ✓ 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. There will not be an EXPO Workbook this year.
- ✓ As a reminder, hard copies of lesson plans will not be available on-site. We ask that you prepare before the EXPO and print personal hard copies of Lesson Plans, which you will need to teach your workshop.
- ✓ If you are unable to teach your assigned workshop, please let the Section and/or Events staff know immediately. If you have checked out a folder, please return it for the new leader.
- ✓ If you are teaching a *certification course*, there should be an official eAYSO attendance roster in the folder. The roster will be provided on-site, so do not pull your own roster. 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 and **MUST be returned onsite to the National Office Events staff.**
- ✓ You can check the workshop room conditions: cleanliness, temperature, set-up, A/V equipment, flip chart, markers, water, etc. Please contact the Events staff on-site if there are concerns.

- ✓ Each room is equipped with a pre-loaded laptop computer, an LCD projector and remote control, a flipchart and markers. The official lesson plans and PowerPoint presentations are on the laptops and **these are the only ones to be used.**
  - ✓ The laptop and LCD will be set up by the Events 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.
  - ✓ Teach your workshop! Enjoy! Please start on time. 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!
  - ✓ Please allot adequate time at the end of your workshop to allow participants to complete the Workshop Survey. Instructions, scantron surveys, 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 that your roster (if there is one) gets returned to the National Office Events staff.*** Your attendees deserve credit for courses and the National Office is responsible for the data entry.
  - ✓ If you feel that you need a copy of the roster, please check with the Events staff on where you might attain one – ***do not take the original roster anywhere but to the staff.***
  - ✓ If you are the first leader for a workshop which will be repeated during the EXPO, collect **any** materials and return them where you picked them up. Leave the A/V equipment in the room – it will be handled by the Events staff.
  - ✓ If you are the lead or co-lead in at least two workshops (2.5 hours), your registration fee is reimbursed. A Reimbursement Request Form has been emailed and can be returned once you have finished leading your workshops. If you do not receive a Reimbursement Request Form, please email Events at [events@ayso.org](mailto:events@ayso.org) prior to the EXPO. We will not be accepting hard copies of the reimbursement form on-site. Please email a complete and signed copy to [events@ayso.org](mailto:events@ayso.org) within 30 days after the EXPO.
- 

**Everyone appreciates your time and energy. We hope that your weekend is an enjoyable one for you and your workshop attendees!!!**