WEFMAX Day I

Host will open WEFMAX with a welcome. We have 10 minutes on the agenda. We do not have time to offer up each attendee to introduce themselves, especially sense the number has grown in attendee size. It might be good to have those who are attending for the first time stand up. Give them a warm welcome and ask all our more seasoned attendees to be sure they get time to network with them and make their WEFMAX a great experience.

Introductions

Host will introduce each session's Moderator as follows.

WEFMAX Day I - Thursday

1. WEF Update: Intro WEF Vice President: WEF to provide Vice President bio. Host may want to just pull out a few items to share from the bio.
2. When the WEF VP is done, please introduce the next presenter
3. When the presenter is done, then introduce the WEF House of Delegates Speaker or Speaker-Elect who is attending.
4. When the HOD speaker is done, then introduce the next presenter
5. Host to then announce break and time to return (10:15 am)
6. Host to Introduce Session I Moderator –
    a. Moderator will introduce each of the volunteers (scribe, mic helper and time keeper) and MA presenters. Moderator will lead the whole session.
7. Lunch – Host to let everyone know where lunch will be held; reminder to be back by 12:55 as we start promptly at 1:00 pm
8. Host to Introduce Session II Moderator –
    a. Moderator will introduce each of the volunteers (scribe, mic helper and time keeper) and MA presenters. Moderator will lead the whole session.
9. Break – Host to Announce a 15 minute break
10. Host to Introduce Session III Moderator –
    a. Moderator will introduce each of the volunteers (scribe, mic helper and time keeper) and MA presenter(s). Moderator will lead the whole session.
11. Host to Introduce the HOD Session Moderator
    a. Moderator to introduce HOD Discussions
12. WEFMAX Day I Wrap – the wrap should consist of but not limited to providing details/time where to meet for the evening social and dinner. Let everyone know to join us tomorrow for continental breakfast at 7:30 and the meeting will begin promptly at 8:00 am

WEFMAX Day II

1. Give a warm welcome back; hope everyone learned something from the tour and enjoyed themselves at dinner
2. Host to Introduce Session V Moderator –
    a. Moderator will introduce each of the volunteers (scribe, mic helper and time keeper) and MA presenters. Moderator will lead the whole session.
3. Break – 15 minutes
4. Host to Introduce Session VI Moderator –

     a.   Moderator will introduce each of the volunteers (scribe, mic helper and time keeper0 and MA presenters. Moderator will lead the whole session.
5.   Call to Action – Ask WEF VP and WEF HOD Speaker or Speaker-Elect to come forward. They will lay out some take-aways for all
6.   Closing Remarks – WEF VP will give first, then WEF HOD Speaker or Speaker-Elect and the final remarks will be from the Host.

Host roles during the event…

1. Open WEFMAX with welcome message, emergency info/house keeping details/schedule of events
2. Host to identify WEF Staff and MA Host Coordinator as a resource throughout the event
3. Host to introduce WEF Vice President (WEF will provide Bio in advance)
4. Host to introduce each speaker presenting within the WEF business portion of the meeting
5. Host to identify and assign one person to be the rotation timekeeper per each session
6. Host to identify and assign one person to scribe for each session
7. Host to identify and assign 1-2 mic helpers for each session (# of mic helpers based on # of WEFMAX attendees)
8. Host to identify the Moderator for the Host Session
9. Host to identify the topic and presenter for the Host session

WEF Roles during the event…
1. WEF to identify and assign Moderators for all session except for the Host session
2. WEF Moderator to give instructions as they Moderate their session.
3. WEF Moderates and initiates the breakout discussion summary for all sessions except for the Host session
4. WEF to assign a WEF Delegate to scribe the audience take-aways at the end of each session
5. WEF to upload all presentations on computer and have them ready at time of presentation.
6. WEF to post all presentations on wef.org