



Suggested Guidelines for WEFMAX Scribes

Responsibility:

The scribe is the notetaker for the topic sessions during WEFMAX. They take notes on the presentation then capture exchange, comments, questions and interaction of the discussions after the presentations.

With the support of the Microphone Helper obtain the names and specific MA in order to get back to the individual with additional responses, information or questions in regards to certain topics. The Microphone Helper is critical for managing the discussion to ensure the person states their name and MA before asking a question, responding or making a point.

Method:

- Use template provided by WEF staff and refine according to your WEFMAX specifics.
- Have consistent typists as coauthors to help with scribing duties (preferably 1 per session)
- At WEFMAX be sure to highlight the name of the person speaking and their association. Note the following items:
 - o Highlights of the presentation using a bulleted format
 - o Comments
 - o Questions with corresponding responses
 - o Summary items believe this is a Summarizer Responsibility
- Consolidate notes within 1 week.
- Send Final Draft to WEFMAX Staff, both in PDF and Word format within 2 weeks of WEFMAX event.

Materials Required:

- Template
- Laptop
- Power Source
- USB with Notes & Template
- Detailed WEFMAX program with everyone's name and MA

Suggestions:

- Have each session in a separate template document saved on a USB drive in case something happens to the file while scribing or after.
- If internet is available, after each session, send the document to a central system to be accessed through email or a secure area online.
- Making sure all scribes follow the same format will make consolidation much easier.