

# Workshop Roles

## Workshop Facilitator/Speaker

- Presents workshop
  - Session is expected to be around one and a half hours, with up to half hour following for questions and/or fellowship

## Workshop Chair

- Similar to chairing a meeting, reading from prepared script
- At the beginning of the meeting:
  - Welcome
  - Preamble
  - Guidelines for attendees
  - Introduce the speaker
- At the end of the meeting
  - Wrap up the meeting
  - Where to find any resources mentioned during the workshop
  - Recording of this workshop will be placed on the UA NY website

## Moderators/Co-Hosts (three to four)

- Moderate the videoconference, much the same duties as meeting hosts
- Make sure all volunteers are made co-hosts
- Set own names to all caps, surrounded by asterisks
- Edit any names that include last names or company names to make them anonymous
- Turn off any distracting camera displays, such as constant movement, other people in the background, disruptive behavior, etc.
- Eject anyone making serious efforts to disrupt the meeting
- Keep a count of how many people attend

## Spotlight/Sharing Manager

- Responsible for the “spotlight” focus—setting the focus on whoever is speaking
- Responsible for calling on people to share
  - People with “raised hands” appear at the top of the Participants list (little blue hands appear next to their names)
  - Set the spotlight on them, unmute them, and then lower their hand
  - (note: if you lower their hand too quickly, they fall out of the list at the top, and it’s impossible to find them again)

## Waiting Room Manager

- Responsible for admitting people from the waiting room—this gets very busy around the start of the workshop; if a lot of people are waiting at once, you can use the “admit all” button
- You do NOT need to worry about renaming people (other people will take care of that)

## Chat Manager

- Responsible for enabling/disabling Chat window, and reviewing messages sent by Chat
  - Chat should be disabled (under Security) at the start of the workshop, and enabled at the end for Fellowship
- Paste in useful links at the relevant parts of the script
  - “Please make contributions via PayPal to [contributions@ua-ny.org](mailto:contributions@ua-ny.org)”
  - “Please find more information on
- Disable Chat for anyone who posts abusive and disruptive messages in the Chat window, or move to waiting room

## Screen Share Manager

- Responsible for sharing any texts/materials used in the presentation (meeting guidelines, prayers, examples from the facilitator, etc.)

## Break Out Room Manager

- Responsible for managing the break out rooms - starting and stopping, allocating newcomers, giving warnings, etc.
- Check with the facilitator how they want to manage the rooms
  - How many rooms/people in each (we have a maximum of 50 rooms, which means 4 people per room when 200 people are in the workshop - but note that not all attendees will go into the rooms)
  - Whether to send messages to the rooms (change speakers, one minute warning, etc.)
  - How long to keep the rooms open for
- Make sure you have a timer handy, since the timekeeper will not be able to keep time for you if they are in a break-out room

## Timekeeper

- Keep time for the facilitator, feedback and shares
- Check with the facilitator to get timing
- The opening and closing scripts are not timed
- The break-out room manager will need to track time separately for the break-out sessions, given the way break-out rooms work

## Readers

- Read the assigned reading during the opening and closing scripts (steps, etc.)
- Make sure you have the reading ready off-line

## Roles

Role	July 12	July 19	July 26
Facilitator	<ul style="list-style-type: none"> <li>• Mike M.</li> </ul>	<ul style="list-style-type: none"> <li>• Stefanie S.</li> </ul>	<ul style="list-style-type: none"> <li>• Peter S.</li> </ul>
Chair - Primary/Backup	<ul style="list-style-type: none"> <li>• Olga/Lynette</li> </ul>	<ul style="list-style-type: none"> <li>• Marjorie</li> </ul>	<ul style="list-style-type: none"> <li>• Loretta</li> <li>• Susy</li> </ul>
Readers 1 Steps 2 Tools 3 Vision	1 Lynette 2 Seth 3 Lynette	1 Donna 2 Donna 3 Camilla	1 Cynthia 2 Bibi 3 Lynette
Spotlight/Sharing - Primary/Backup	<ul style="list-style-type: none"> <li>• Rachel/Seth</li> </ul>	<ul style="list-style-type: none"> <li>• Camilla</li> </ul>	<ul style="list-style-type: none"> <li>• Cynthia</li> </ul>
Timekeeper - Primary/Backup	<ul style="list-style-type: none"> <li>• Asa/Yoel</li> </ul>	<ul style="list-style-type: none"> <li>• CJL</li> <li>• Asa</li> </ul>	<ul style="list-style-type: none"> <li>• Rhona C</li> <li>• Asa</li> </ul>
Waiting Room - Primary/Manager	<ul style="list-style-type: none"> <li>• Camilla/Marjorie</li> </ul>	<ul style="list-style-type: none"> <li>• Seth/Peter</li> </ul>	<ul style="list-style-type: none"> <li>• Sarah</li> <li>• Marjorie</li> </ul>
Chat Manager - Primary/Backup	<ul style="list-style-type: none"> <li>• Luke/Victor</li> </ul>	<ul style="list-style-type: none"> <li>• Loretta</li> </ul>	<ul style="list-style-type: none"> <li>• Loretta</li> </ul>
Mute Manager - Primary/Backup	<ul style="list-style-type: none"> <li>• Luke/Victor</li> </ul>	<ul style="list-style-type: none"> <li>• Bibi</li> </ul>	<ul style="list-style-type: none"> <li>• Bibi</li> <li>• Susy</li> </ul>
Screen Share - Primary/Backup	<ul style="list-style-type: none"> <li>• Victor/Peter</li> </ul>	<ul style="list-style-type: none"> <li>• Victor</li> </ul>	<ul style="list-style-type: none"> <li>• CJ</li> </ul>
Breakout Manager - Primary/Backup	<ul style="list-style-type: none"> <li>• Peter</li> </ul>	<ul style="list-style-type: none"> <li>• Lynette</li> </ul>	<ul style="list-style-type: none"> <li>• Victor</li> </ul>
Co-hosts (4+)	<ul style="list-style-type: none"> <li>• Luke J</li> <li>• Victor</li> <li>• Steve G</li> <li>• Lynette</li> </ul>	<ul style="list-style-type: none"> <li>• Lynette</li> <li>• Phillipe</li> <li>• Asa</li> </ul>	<ul style="list-style-type: none"> <li>• CJ</li> <li>• Camilla</li> <li>• Asa</li> <li>• Susy</li> </ul>