

Tutorial Group 4 - Hosting Session

Role	Description	Responsible Person
Technicians	Set up/shut down the lectern, lighting and microphones	u6360655 u5870682
Back Channel facilitators	Monitor the online chat room	u6525758 u5474453
Session Host	Introduce the Industry Expert to the audience	u6791154 u6465506
Drink person	Organise drinks for the coffee chat session. Pick up and deliver drink to the Industry Expert at the lecture	u5638503
Gift bearers	Pick up the gift. Thank the Industry Expert and hand the gift to him/her at the end of the session	u5995105
Questions people	Prepare questions for the Industry Expert session	u6435883 u6067971 u6137905
Escorts	Escort the Industry Expert to CPAS or to PHYS T a. From the carpark (if s/he is driving) b. From CPAS, Peter Baume Building 42a	u5469010 u5885811
Email thank you person	Send the Industry Expert an thank you email after the lecture session	u6590691
Audience Engagers	Actively encourage audience participation before and during the lecture session	u6277077 u6015364 u6325688
Crowd Control	Guide students to their seats, direct traffic before and during the lecture, ensure participation	u5762606 u5981067 u6165789