

# FALL TRAINING CONFERENCE 2016

## FTC Workshop/Panel Host Guide

### **Why should I apply to be a workshop/panel host at FTC?**

That's a good question! And the answer is because it is a great opportunity to share your knowledge of any topic or subject of your choice with the rest of the members throughout the district and encourage them to step up as leaders.

### **What will I be expecting from the application?**

You will be answering questions based on your interests of hosting a workshop at FTC and select which workshops you would like to host. This is for us to get to know who you are and what we can expect from you if selected for an interview and as a workshop or panel host.

### **What workshops/panels can I apply for?**

There are many workshops and panels that you can apply for, ranging from CKI 101 to Building Self-Esteem to Cooking on a Budget. If you want to host your own workshop or panel that is not listed on the application, by all means feel free to do so! We want members to share their passion and interest with everyone!

### **How will I know if I am selected to be a workshop/panel host?**

You will receive an email from the Workshops Chairs with a notification whether you have been selected to move on to the interview process, and if you have been selected you will be given the time that you have provided on the application. Afterwards, you will receive an email if you have been selected to host a panel and/or workshop at FTC! If you have applied to be a panel guest, then you will also receive an email notifying of your selection into the panel.

### **What happens after I've been selected as a workshop/panel host?**

You will prepare your presentation and literature and have them ready 2-3 weeks in advance before FTC. We will also have office hours to help workshop and panel hosts with their presentations and guidelines to successfully host a workshop and panel.

### **What can I do to successfully host a workshop at FTC?**

PRACTICE!!! Members attending workshops want to see the hosts know what they are talking about and engage with them so they can learn



valuable information. As hosts, practice presenting your workshop to people and get constructive feedback on how you can make your presentation better. We just don't want hosts to present but to educate and provide insightful values for members to take back with them to their home club or personal life!

### **It's FTC!!! I'm excited but also anxious to host my workshop!!!**

Take deep breaths and relax. There will be hosts that are hosting their first ever workshop and are just as nervous as you are. On the other hand, there will be hosts that have had hosted workshops in the past, so don't hesitate to talk them and find out what is what like for them to host their first workshop!

### **What happens afterwards?**

Members are encouraged to turn in their workshop evaluation forms after Saturday's workshops for hosts to receive feedback for their respective workshop. During the last general session on Sunday, there will be a workshop evaluation raffle where a member(s) will be entered into a raffle drawing for a chance to win a prize for turning in their evaluation forms.

\*If you have any questions, comments or concerns, feel free to contact the FTC Workshops Chairs at [ftc.workshops@gmail.com](mailto:ftc.workshops@gmail.com). We wish you the best of luck and see you at FTC! ☺\*



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## FTC Workshops FAQ's

**How long are workshops?**

Each workshop session will last 45 minutes. Please note that it takes time to set up and also for members to transition between each workshop. There is a 10-minute gap in between each Workshop Session.

**How many sessions are there?**

There will be 2 sessions after the first general session Friday night and a total of 6 sessions on Saturday.

**How do we know when our workshop is?**

We will be sending out the Workshops Matrix which includes the schedule for all the Workshops and Panels. Please notify us at that point if there are any requests. We will provide necessary materials for hosts to prepare for their workshops. We will try our very best to accommodate to make sure each workshop is strategically placed in a proper time slot.

**Will projectors and other technology be provided?**

Projectors will be provided. We will also be taking care of laptops. We will notify specific individuals if we need their laptops. If you prefer to present using your laptop, please note that adapters are limited especially for Apple products. Please speak with us if this is something you are interested in doing!

**Will there be WiFi?**

No! Please take precaution especially if you are doing a Prezi. We will be requesting copies of each workshop so we have it saved in our directory. However, you should also have a copy prepared. *Please save your presentation to a USB drive to bring to FTC!*

