



# TECH HOST QUESTIONNAIRE



**Facilitator:** \_\_\_\_\_

**Session Date:** \_\_\_\_\_

- |  |      |     |
|--|------|-----|
| 1. Will the Presenters / Facilitators be providing a script?         | YES  | NO  |
| 2. Will you be using a PowerPoint?                                   | YES  | NO  |
| 3. Will the Tech Host display the PowerPoint or will the Facilitator | TECH | FAC |
| 4. Will videos be displayed at any time?                             | YES  | NO  |
| 5. Will the Tech Host display the video or will the Facilitator?     | TECH | FAC |
| 6. Will there be Polling? (if yes send ASAP)                         | YES  | NO  |
| 7. Will there be BREAKOUT ROOMS?                                     | YES  | NO  |
| Number of Rooms _____  |      |     |
| Breakout Duration _____(min.?)                                       |      |     |
| 8. Will the Tech Host need to provide students with any documents?   | YES  | NO  |
| 9. Will any special PPT Background slides be used for the session?   | YES  | NO  |

Any Other Additional Information the Tech Host will need to know? (List below)

**The Tech Host will:** *(registration will be done through DACdb)*

- ❖ Require a **“Practice Session”** for all Facilitators at a mutually agreed upon time & date.
- ❖ Provide **ZOOM Meeting RULES** to all attending the Sessions.
- ❖ Be On-line & available at least **30 minutes prior** to the start of the Session.
- ❖ Provide all Facilitators / Presenters a List of ALL Attendees for the Session.
- ❖ Keep an **Attendance Record** of All Sessions and provide to the Facilitators.

Please complete and return to me ASAP and include any supporting documents.