

## **E&O Workshop--Talks and Activities 16-17 January 2014**

Every effort is made in our planning to maximize the opportunity for dialogue and therefore minimize the number and amount of time devoted to formal talks during the workshop. Please note the following:

### **Everyone participates!**

Our goal is to maximize active engagement of participants. The meeting is designed so that each participant is assigned responsibility for some part of the meeting activities. As of now, 30 of the 33 confirmed participants have been assigned a task(s), as indicated in the attached spreadsheet. This spreadsheet should correspond to the assignments on the schedule; apologies for any inconsistencies between these two. Check the final program for updates.

### **Meeting activities**

**Keynote talks (4)**—are to be about 20 minutes long with 5--10 minutes for questions.

**TCN E&O presentations (10)**—are scheduled for 8 minutes each, with 2 minutes for questions. *These should focus on what your TCN is doing, or plans to do, for education and outreach and/or Broader Impact activities* (other than a quick intro slide, it should not an overview of your TCN).

**Panel discussions (2)**: These allow for 2 or 3 discussants, each presenting a short intro (with, or without Powerpoint) of about 5 minutes on the topic/focus of the panel. The lead panelist should then moderate Q&A from the participants.

**Breakout sessions (4)**: These focus on specific E&O topics or activities for 45 minutes. The designated lead/moderator should plan for a brief introduction (<5 minutes) on the topic to “prime the pump” and then facilitate discussion. Each group will designate a scribe who also will report back a synopsis of the group’s discussion after the breakout group ends. The wrap-up sessions then are allotted 15 minutes.

**Demonstrations (1)**: Thursday am will have a demo session of E&O related activities.

### **Uploading your talk**

Please either send your talk beforehand ([klove@flmnh.ufl.edu](mailto:klove@flmnh.ufl.edu)) or give it to Kevin Love during the meeting. Unless requested otherwise, Powerpoint talks will become part of the meeting archives.

### **Caveats**

Details of the program will likely evolve up to, and during, the meeting, so please plan accordingly. A “final” program will be available on the Wiki or a paper copy at the beginning of the meeting. Although you will not be asked to present a talk at the last minute, you may be asked to lead/facilitate a session.