CTEN Workshop Coordination Checklist

1. Decide on topics and speaker (with Steering Committee)
2. Determine structure of workshop (with Steering Committee)
3. Schedule workshop
   1. Take speakers’ schedules into account
   2. Preferably at 4:30 pm, but flexible
   3. Check sports schedule
4. Ask speakers what technology will be needed
5. Ask Sandy Goss Lucas to reserve room ([gossluca@illinois.edu](mailto:gossluca@illinois.edu))
6. Make flyer and bring to Steering Committee meeting for input
   1. Ask officer if you need a template
7. Determine if workshop counts toward CTE certificate credit
   1. Ask CTE Liaison (Sandy Finley)
8. Ask speakers for material
   1. Handouts (encourage speakers to use handouts)
   2. Biographies
   3. Resource sheets (suggested books, websites, journals, etc.)
      1. Ask the Steering Committee to suggest resources as well
   4. Secretary will take care of sign-in and feedback sheets
9. Arrange for advertisement
   1. Send flyer and text to Steering Committee for posting and forwarding ([cten-cmte-l@listserv.uiuc.edu](mailto:cten-cmte-l@listserv.uiuc.edu))
   2. Send flyer to speakers for posting and forwarding
   3. Send flyer and text to graduate office secretaries in relevant departments
   4. Email CTE Liaison ([sjfinley@illinois.edu](mailto:sjfinley@illinois.edu)) and GradLinks ([bauersmi@ad.uiuc.edu](mailto:bauersmi@ad.uiuc.edu)) flyer and text to forward
   5. Email Alexis Thomson ([athmpsn1@illions.edu](mailto:athmpsn1@illions.edu)) the flyer for distribution to postdocs
   6. President will send the announcements to the larger announcement list
   7. Communications Officer will update the CTEN website
10. Email handouts, bios, and resource sheets to Sandy GL ([gossluca@illinois.edu](mailto:gossluca@illinois.edu)) for copying
11. Arrive early to greet speakers and help set up
12. Introduce speakers at beginning of workshop
13. Give sign-in and feedback sheets to Secretary for copying
14. Send thank-you notes to speakers