Academic Leadership Institute
Facilitator Guide

Prior to Event:

1. Each facilitator will work with Pam Lalley to secure the venue. Pam Lalley (pclalley@bryantstratton.edu) will arrange for catering, (which ALI will be paying for) through each host institution. We are asking each host institute to donate the venue time and space INCLUDING if host institution needs to provide personnel to be present and set up audio/visual access.

   a. **Working with Pam:**
   b. When requesting venue please make sure it can accommodate 35-45 people, has audio/visual complement including mic's, table and/or chairs for panel discussion set up, and wheelchair accessibility.
   c. Please inform venue contact that each session runs from 4-7pm, and some set up and break down time may be required, including food set up
   d. Please inquire about parking situation: is it possible to have space's reserved or parking permits issued in advance??

2. Please contact venue representative at host institutions at least one week in advance to review/confirm all final details.

3. Each facilitator is responsible for contacting guest speaker/s at least 3 weeks in advance to:
   a. Review theme and content of speaker's presentation
   b. Share all presenters contact information as the presenters will need to coordinate their presentation either by conference call or by email
   c. Time of arrival of presenter, length of time presenter will be expected to speak and answer questions
   d. Relay venue location and any pertinent contact information, including your contact information to presenter
   e. Contact facilities at the venue to confirm parking arrangements for participants and set up of room and relay this information to Pam at pclalley@bryantstratton.edu
4. Each facilitator is responsible for creating a Participant Activity that engages participants in an active way and connects to the topic of the session. Sessions that this does not apply to are the group presentations and the graduation/final session.

Day of Event:

1. Typical Session Schedule:

   3:30 p.m. to 4:00 p.m. *Networking* with wine on 10-2-17, 1-10-18, and 3-7-18)

   4:00 p.m. to 4:45 p.m. *Participant Activity*

   4:45 p.m. to 5:00 p.m. *Break*

   5:00 p.m. to 6:00 p.m. *Speakers* 20 minutes each and *Q&A* 20 minutes

   6:00 p.m. to 700 p.m. *Dinner* and *Closing*

2. Please plan on arriving early to meet venue representatives, review room set up, ensure catering is set
3. Welcome guest speakers
4. Introduce and facilitate speaker presentations and Q &A, please be prepared to ask questions to move discussion if need be and to manage time.
5. At end of speaker presentation please take a brief moment to introduce the facilitator for the next upcoming meeting, who will then give a brief description of the next meetings focus and guest speakers.