| **Staff** | **POC for** | **Support** | **Deliverables** |
| --- | --- | --- | --- |
| **Name**Position | * Select technical sessions
* Capacity strengthening / adult learning expertise
 | * Facilitate/lead technical sessions as assigned, per agenda (to be finalized)
* Bring/implement suggestions, advice, and lessons learned based on previous I-LEAD feedback
 | * Final materials for assigned technical sessions
* List of action items/recommendations arising from assigned technical sessions
 |
| **Name**Position | * Select technical sessions
* Capacity strengthening / adult learning expertise
 | * Facilitate/lead technical sessions as assigned, per agenda (to be finalized)
* Bring/implement suggestions, advice, and lessons learned based on previous I-LEAD feedback
* Facilitate plenary end-of-day reflection/evaluation sessions (asking questions like, Are we meeting expectations? What is going well? What could be better? Etc.)
 | * Final materials for assigned technical sessions
* List of action items/recommendations arising from assigned technical sessions
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| **Name**Position | * Participant correspondence
* Master presentation deck
* Note-taking
 | * Monitor for appropriateness/contextual compatibility of activities and exercises, liaising with other staff as needed
* Manage slides, including compiling slide decks, adding last-minute slides/updates to presentation decks, following up with session presenters, addressing version control issues, etc.
* Project/share screen and advance slides during plenary sessions
* Provide note-taking and time management support to plenary sessions (including writing on flipcharts for brainstorming or similar sessions)
* Provide note-taking, time management, A/V, and administrative support for small group (country-specific) sessions
* Serve as point of contact for day-of/week-of correspondence with participants (e.g., convening a WhatsApp group for willing participants, communicating reminders about start/end times, calling participants back from breaks, communicating agenda revisions, etc.)
 | * Final presentation decks cleaned up and stored online for participants and facilitators to access as reference
* Notes and action items for small group sessions
* Notes/data written on flip charts digitized and synthesized, stored online for participants and facilitators to access as reference
* WhatsApp or similar group formed; participant correspondence provided during workshop
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| **Name**Position | * Pre-meetings
* A/V and sound
* Photos/videos
* Interactive meeting tools/apps
* Connection of remote presenters
 | * Facilitate and/or support on-site planning meetings among facilitators and leads before workshop begins
* Take photos and videos of workshop sessions, in compliance with photo release forms signed by participants
* Liaise with remote presenters/support their “dialing in”/meeting connection to enable presentation
* Provide A/V problem-solving/troubleshooting support
* Manage microphones, including conducting sound checks, carrying/passing microphones for participants to use in asking questions/making comments during plenary sessions
* Set up and manage interactive meeting tools such as polls (e.g., Mentimeter), internet-based brainstorming tools
 | * Agenda, notes, and/or action items from pre-planning meetings
* Photos and videos from workshop organized into shared folders, in alignment with photo release forms
* Remote presenters connected
* Interactive meeting tools set up; data collected via tools extracted and synthesized
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| **Name**Position | * Printing and supplies
* Attendance and sign-in
* Catering
* Interpreters
* Procurement
 | * Coordinate printing and supplies (e.g., print directional signs and work with venue to place them; print attendance registers; print hard copies of agendas, worksheets, tools, etc. as needed; ensure provision of notepads and pens for participants to take notes; etc.)
* Coordinate attendance/sign in processes for participants; digitize attendance data
* Coordinate catering, including liaising with catering company to ensure timely and accurate delivery and set-up; coordinate last-minute/day-of requests, including addressing any dietary needs that may not have been communicated previously and/or ensuring provision of food and beverage according to plan
* Serve as focal point/point of contact for interpreters: coordinate live interpretation, including greeting interpreters and showing them to the meeting room, supporting any A/V setup, and serving as point person for any emerging needs
* Take notes during end-of-day reflection sessions; clean up and synthesize recommendations/action items for planning committee to review and implement
* Liaise with PATH program administrators / finance managers for any last-minute procurement needs or other needs with cost implications
 | * Printed directional signs placed appropriately
* Digitized attendance records/data
* Catering provided according to plan
* Live interpretation (Thai and Vietnamese) provided according to plan
* Synthesized data from end-of-day evaluation sessions
* Last-minute procurement documentation for emerging needs, as relevant
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