| **Staff** | **POC for** | **Support** | **Deliverables** |
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| **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 |
| **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 |
| **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 |
| **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 |