



Working Group Session Scribe and Themer Overview

Thank you for the generous donation of your time and talent. This Forum would not be possible without the dedication and passion you bring to the table.

OVERVIEW

Working Group Session Scribes are a key aspect to the Working Group Sessions and the Forum as a whole. Scribes will capture the great discussions that will take place at the tables during the Sessions. Essentially you will be taking notes on an iPad during the discussions.

Working Group Session Themers capture the overall reoccurring themes that take place in the room as a whole. You will be able to see all the participant comments to help formulate the overall common message.

AGENDA

Thursday, January 14, 2016

11:00am	Arrive and Check-In at the HOPE Volunteer Room, Room M101 at the Marriot Marquis.
11:30-12:00	Scribe/Themer Training & Placement, Room TBD*
12:30	Report to the Volunteer Room
1:00 – 3:00	Working Group Session
3:00 – 3:10	Wrap up

Friday, January 15, 2016

11:00am	Arrive and Check-In at the HOPE Volunteer Room, Room M101 at the Marriot Marquis.
11:30-12:00	Scribe/Themer Training & Placement, Room TBD*
12:30	Report to the Volunteer Room
1:00 – 3:00	Working Group Session
3:00 – 3:10	Wrap up

Please arrive promptly as these Working Groups have a limited timeframe and we want to make sure that everyone is able to participate in the onsite training and review prior to the working session beginning.

As a reminder, please come dressed in professional attire. We prefer black or dark in color if possible. For men this includes a suit or sports coat. For women this includes a suit, dress or professional skirt and blouse. Nametags will be provided.

*You will be informed of the training room when you check-in at the Volunteer Room at 11:00am.