



“To Serve, To Learn, To Grow”
Hawai‘i Alpha Delta Kappa
Virtual Zoom Leadership Training



Information for Presenters and Zoom Hosts

Mahalo Nui Loa 2020 Leadership Training presenters and Zoom Hosts. We’d like to share a timeline to assist you with planning for the upcoming Leadership Training Conference.

I. Presenters plan their session

June to July 8

- Please include the following:
 - Agenda/schedule, materials for participants, what you’ll be presenting & visuals.
 - Materials do not have to be completed by July 8, only the agenda and plans for the session. The LT committee decided not to have breakout rooms for the sessions with multiple presenters. Sisters will be able to hear all of the presenters in the session they attend.
- If you would like to meet to plan via Zoom, you may ask your Zoom host or you may contact Val, valerieo@pixi.com. If the hosts are agreeable to this it would be a good practice session for both parties

II. Host Training/Meeting for Hosts and Presenters

July 9 or 11

Please choose between the following two dates and submit your response via Google survey due June 24. Survey link: <https://forms.gle/iHu7rqwTXRzgY4Ad9>

<u>Date</u>	<u>Hosts only</u>	<u>Hosts & Presenters*</u>
July 9, (Th)	2:30 PM	3:30 PM
or		
July 11 (Sat)	10:00 AM	11:00 AM

After the June 19 deadline we will inform you which date has been selected. Presenters* will join the Hosts an hour after the Hosts only training. A checklist of items will be provided to guide the host and presenter discussion to be held in breakout rooms.

III. Participant Training (Zoom coordinator N. Yap)

July 30 & Aug.1

July 30 (Th.), 3:30 PM Zoom training for new users
 and
 May attend either date
 August 1 (Sat.), 10 AM

IV. Participant materials (handouts)

July 25

Presenters email agenda and materials to Betty Yoshida, byyoshida@hawaii.rr.com, for website posting, your Zoom host, and to chapter chairs for your committee. Materials for all workshops will be available on the website from August 1.

V. Send Zoom Invitations with link, meeting id & password

August 1

Include a note that session agenda & materials are available on the [Home | HADK](#) website
 Please resend the invitation on Thursday, August 13.

*If you have questions about the Leadership Training Conference, please contact either Estelle Wong <estellewong55@gmail.com> or Lori Chun <lchun.adk@gmail.com>
 If you have questions about Zoom Training, please contact Valerie Okihara <valerieo@pixi.com>*