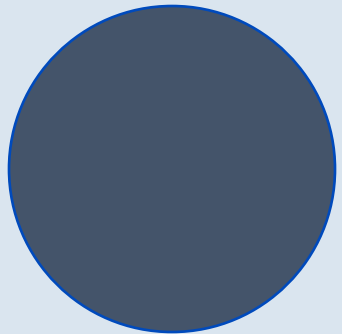# EYF Workshop leaders training- general notes
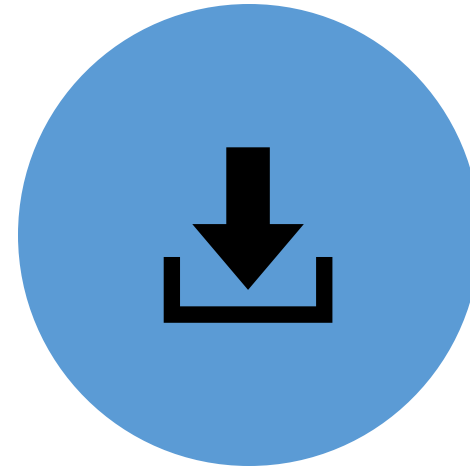
Presented by EYF Project Coordinators
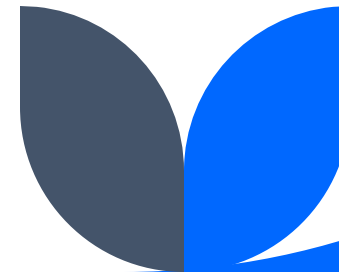
What you need to bring

LAPTOP

FILES PRE-DOWNLOADED

Arrival Time & Check In

1 Arrive 5-10 minutes prior to your assigned session!

2 Check in at the Student Union room 303

3 You will get your shirt and room assignment there

4 Breakfast and lunch will be provided (room 303)

5 Head to your room and set up your activity

Join the EYF Volunteer GroupMe

PRESENTATION

Being Updated!

[Check also emails for updates](#)

EYF AGENDA

TIME	ACTIVITY
8:30 AM - 9:00 AM	Registration
9:00 AM - 9:30 AM	Welcome & Keynote Speaker
9:30 AM -9:40 AM	Transition/Break
9:40 AM -10:25 AM	Workshop Rotation 1
10:25 AM -10:35 AM	Transition/Break
10:35 AM - 11:20 AM	Workshop Rotation 2
11:20 AM - 12:00 PM	Lunch
12:00 PM - 12:20 PM	Tools Clues Rotation 1
12:20 PM - 12:25 PM	Break
12:25 PM - 12:45 PM	Tools Clues Rotation 2
12:45 PM - 1:00 PM	Closing Talks / Survey (Ballroom)
1:00 PM - 2:00 PM	Networking Social *

* = EYF Volunteers and Tools Clues presenters only

FALL 2023

Vergnano Institute for Inclusion

Workshop Volunteers
Action Items

Come prepared with a reason for choosing engineering/STEM

View pre-recorded videos-If available- for the workshop-practice the activity!!

Look at PowerPoint and notes we will give you ahead of time!!!
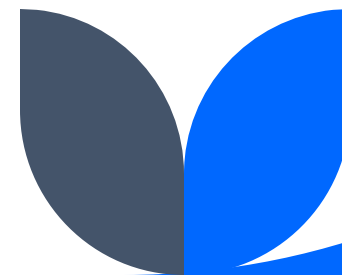
Check-in with your partner

Turn in your PowerPoint Intro Slide

Add the Networking event to your calendar

Workshops –other info

You will be partnered with one other person/ co-lead the workshop

•Supplies will be in the room prior to your arrival

•REMEMBER to check in first for your room assignment!

•Practice with your co-lead

•Start off by introducing yourself and why you chose STEM

•Continue with power point

•Move on to activity

•Offer a piece of advice to the students (students are pre-assigned to workshops and broken into rooms)

   •make it as personal as you are comfortable with

Questions?