**Sioux Center**

Site Leader:

Terrace View Event Center

230 St. Andrews Way, Sioux Center, IA 51250

Kelly De Haan

712.722.8439

kelly@theterraceview.com
\*CPM will communicate needs to venue staff until event start

**Amanda and Adam - Walk through around 4 PM**

Wi-Fi Network and Password (if needed):

Presentation Room Name: Great View Room

Room Layout: rounds for 50

Tech: Projector or Monitor, Microphone

Lounge:

Room Name: SW Hall

Room Layout: Rounds for 25

Tech: Projector or Monitor, Microphone

Catering: Hy-Vee and Pizza Ranch

**Guarantee due date: October 11, 2021**

**October 26**

Breakfast/Breaks Caterer: Hy-Vee
Continental Breakfast (coffee included at venue)
Fresh fruit and pastries, orange juice, breakfast sandwiches

AM Break: beverages only (refreshed by venue throughout the day)

Lunch: Tailgater Buffet: Boneless Pork Loin Sandwich, Hamburger, Coleslaw and Pasta Salad, Cookies

PM Break: beverages(venue), sweet and salty snacks
(Hyvee): Fruit pizza, Cheese tray, Cocktail brownies

Bar through the venue will be open 2:45 PM

Lunch Caterer: Sioux Center Hy-Vee

Contact name:

Phone: 712-722-2601

Email:

**Breakout Speaker**

Name: Scott Post

Email: scttpst@gmail.com

Phone number: 712.470.5950

**Breakout Speaker**

Name: Kim Anderson

Email: kandrson@iastate.edu

Phone number:

**October 27**

Breakfast/Breaks Caterer: Hy-Vee

Continental Breakfast (coffee included at venue)
Fresh fruit and pastries, orange juice, breakfast sandwiches

AM Break: beverages only

Lunch: Pizza Ranch - Wagon's West Package, 6 variety of pizzas, 2 types of party sides, 2 types of dessert pizza

PM Break: beverages(venue), sweet and salty snacks
(Hyvee) Cheese tray, Scotcharoos, Crudite

Lunch Caterer: Pizza Ranch

Contact name: Zach – Manager

Phone: 712-722-3988

Email:

**Breakout Speaker:** Stream Jamie Parker’s presentation: Feedback that Builds Great Workplaces and Sparks Continuous Improvement

 If the audience has questions during this session, they can type them in the Whova app.

**CIRAS Showcase**

 Main POC Name: Adam, Dave, John,

 Main POC Email:

 Main POC Phone:

**Select a team member to moderate, aka Moderator**

Team Member 1 Duties:

Kim: Yellow Highlight

Adam: Blue Highlight

Amanda: Green Highlight

* Instructions for what to do when Scott gets up on stage at 8:50 AM
* Ensure set up for livestream of Keynotes is up and running in the general session room. Ron’s lunch presentation to be streamed Day 1. Day 2 Stream Jamie Parker’s session.
* Test microphone
* Opening remarks/Welcome
* Introducing topic and speaker: Bios available here <https://www.ciras.iastate.edu/iowalean/ilc-learning-opportunities/ilc-annual-conference-2021/>
* Thanking the speaker at the conclusion of the presentation
* Inform the attendees of their options for the breakout—attend the live breakout or log in to participate in a breakout at Prairie Meadows on their own device.

Team Member 2 Duties:

* Have a list of all presenter’s names, phone numbers and photos on hand, along with corresponding agenda, and a slide advancer, plus spare batteries.
* Day-of: Watch for speakers’ arrival, call the speaker if they have not arrived within 30 minutes of their start time
* Collect the day of their file via USB or via CyBox <https://iastate.box.com/s/x7n5s4s8hdm9s322n3801kyb7xiv3ur1> and copy it onto the laptop in the presentation room.
* Test the presentation and any videos/sound/other features.
* Return the USB drive to the presenter.

**Team members to staff the check in table aka Check In Staff**

If possible, we recommend one staff person per 50 registrants to cover the first 40-60 minutes of the event for check in, and being set up and ready for attendees 20-30 minutes early .

 **Arrive by 7:00 AM.**

CIRAS specific materials for the conference:

* CIRAS Banner
* CIRAS Tablecloth
* CIRAS News
* ILC/CIRAS Notebooks
* 6 printed copies of the satellite location’s agenda for onsite team
* List of people with dietary restrictions or specials needs

Duties to be directed by Amanda:

* Table with chairs near entrance of main room will be set for check in and registration:
	+ Set up CIRAS Banner and cover table with red CIRAS tablecloth
	+ Put out name tags on table
	+ Tape arrow signs if needed for attendees to find the breakout room and/or general session room
	+ Give nametag and notebook to each attendee
	+ Walk ins allowed
		- Substitutions are allowed, just make detailed notes in case needed later for billing
		- Blank nametags will be provided, *pack spare sharpies*

FAQ’s

 **Opening welcome and keynote stream isn't working - who do you contact?** Use the MS Teams board to communicate with Roger and his team. Venue contact is also a resource.

 **Attendee doesn't want to attend in-person breakout at satellite, wants to watch online, what do you tell them, and who can help if they can't access breakout from Des Moines?** You can assist them as you are able.

 **ENGAGE! Activity access is not working - who do you contact?** Communicate on the MS Teams board with Roger and his team.

 **What if breakout speaker is not able to make it?** Tina will connect with you to determine a session to stream into your location to fill that time slot. Attendees are free to log in and watch a breakout session from Prairie Meadows.