



Facilitator Prep Huddle



Agenda

- Logistics and support
- Zoom tech
 - Basics & License emails
 - K.I.S.S. – don't get fancy
 - Tips and tricks
- Questions?



Schedule

- Session 1
 - PRIME: Fri. 12/15 – 1-5 pm ET
 - Academy: Sat. 12/16 – 1-5 pm ET
- Session 2
 - PRIME: Wed. 1/3 – 4-8 pm ET
 - Academy: Thu. 1/4 – 4-8 pm ET
- Session 3
 - PRIME: Sun. 1/7 – 1-5 pm ET
 - Academy: Mon. 1/8 – 1-5 pm ET



Schedule

PRIME Schedule

- 1:00 – 1:15: Welcome / Orientation
- 1:20 – 1:55: SG: Leading through Change
- 2:00-2:30: SG: IFC Performance
- 2:35-3:00: Key Practices for IFC Pres.
- 3:05-3:50: SG: Key Practices cont.
- 3:55-4:40: SG: Supporting Your Team
- 4:45-5:00 - Closing

Academy Schedule

- 1:00 – 1:25: Framing our Perspective
- 1:30– 2:15: Officer Track, Part 1
- 2:20 – 2:45: IFC Peer Governance
- 2:45 – 3:30: Officer Track, Part 2
- 3:35 – 3:50: IFC Core Competencies
- 3:55 – 4:45: Officer Track, Part 3
- 4:50 – 5:00: Closing and Homework



Logistics

- NIC will create Zoom rooms and be your IT support
- Update your Zoom client next week: put personal email in Chat to Hosts now (due to Zoom 2FA)
- Log in 20 minutes prior to start of session
- Curriculum and materials will be sent to facilitators in advance
- Zoom guide will be distributed for all attendees





ZOOM GUIDE

We are excited to have you be part of IFC Academy! This event will use Zoom video conferencing to host all scheduled sessions. For any technology related concerns, please contact edprograms@nicfraternity.org. All times listed in this schedule are **eastern standard time**.

Select the text **ZOOM LINK** to the right of the title below to join the sessions, live!

FRIDAY, JANUARY 8, 2021		
1:00 – 1:55 p.m.	General Session: Council Evaluation and Strategy	ZOOM LINK
2:00 – 2:40 p.m.	Officer Track 1	
	<i>Administrative Best Practices for the IFC</i>	ZOOM LINK
	<i>Understanding Diversity, Equity and Inclusion</i>	ZOOM LINK
	<i>Mechanics of Collecting and Spending</i>	ZOOM LINK
	<i>Assessing the Health and Safety of Your Community</i>	ZOOM LINK
	<i>The Role of the IFC Delegate</i>	ZOOM LINK
	<i>Judicial Procedures</i>	ZOOM LINK
	<i>Building Relationships as the IFC President</i>	ZOOM LINK
	<i>Understanding My Campus' Programmatic Needs</i>	ZOOM LINK
	<i>What Does Successful Scholarship Look Like?</i>	ZOOM LINK
	<i>What is Service and Philanthropy?</i>	ZOOM LINK
2:40 – 2:50 p.m.	Break	
2:50 – 3:35 p.m.	General Session: Interfraternalism in Action	ZOOM LINK



Zoom Tech – Basics

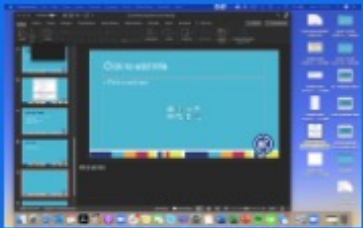
- Camera and microphones on throughout
- Breakout rooms
- Polling (NIC will add before)
- Reactions in Zoom
- Sharing screen with video (next slide)



Basic

Advanced

Files



Desktop 1



Desktop 2



Whiteboard

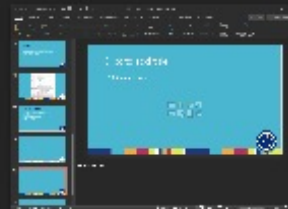


iPhone/iPad via AirPlay



iPhone/iPad via Cable

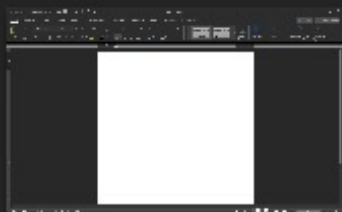
Microsoft PowerPoint -



Microsoft PowerPoint - Online pro...



Safari - Meeting Information - Zoom



Microsoft Word - Document5



Stickies - NIC To Do:...

Share computer sound

Optimize Screen Share for Video Clip

Share



Questions?

Thank You!

