Lunch and Learn Helpful Hints and Events Checklist

Helpful Hints when Hosting a Lunch and Learn

-DO have instructors register to attend in order to gauge attendance numbers (but always allow latecomers!)

-DO be sure that attendees sign in (see the sign in sheet template)

-DO share your contact information so attendees know who to reach out to in order to get started with Echo360

-DO ask attendees to grab lunch prior to starting the agenda so it's not a distraction to speakers

-DO try and have a power user present during the session and share their experiences

-DO summarize the capabilities of the platform – showing everything might be overwhelming to risk-adverse instructors

-DO consider starting your demo with the student experience so instructors start to understand why students love Echo360!

-DO recommend starting with the platform in baby steps (e.g. using personal capture for supplemental learning modules, uploading PowerPoints for students to follow along, creating one polling activity)

-DO wait for a training session to offer instructors a hand-on experience with the platform

-DO follow up with attendees via phone or email to gauge their interest

<u>Preparation Checklist</u>

To Do	Completed
Book Room	
Invite Attendees (see invitation template!)	
Order Lunch/Buy Snacks or Ask Attendees to Bring Brown Bag	
Invite Power User Speaker	
Practice Your Demo	
Print out Sign-In Sheet	
Create a "Cheat Sheet" for Attendees who are Interested in Getting Started – Contact Info/Resources/Next Steps	
Have a Follow Up Email Ready for Attendees (and those who register and don't attend)	
Have fun!	

-