

HOST RESPONSIBILITIES

Wednesday – WEFMAX Kick Off

Add in an event gathering from 4:00 – to no later than 5:30 pm. Host and the WEFMAX Committee together will plan and implement this session, weave DE&I into the plan and add time for all to introduce themselves. If an afternoon tour is planned, it could be held from 2:00 – 4:00 pm allowing all to get back in time for the group event.

Wednesday Social Event

Host is responsible for organizing an event providing light appetizers with a cash bar from 6:00 – 7:30 pm. Adding in a team building exercise has been popular and a great way to begin the networking journey.

WEFMAX Day I (Thursday)

Fun Walk/Run Event

Host to organize a group walk/run path to begin around 6:00 am and end by 7:00 am allowing time for all to get back in time for the WEFMAX start at 8:00 am.

Host will open WEFMAX with a welcome. We have 10 minutes on the agenda. We do not have time to offer up each attendee to introduce themselves, especially since the number has grown in attendee size. It might be good to have those who are attending for the first time stand up. Give them a warm welcome and ask all our more seasoned attendees to be sure they get time to network with first-timers to enhance their WEFMAX experience.

Introductions

Host will introduce each session's Moderator as follows.

WEFMAX Day I - Thursday

1. Host to Introduce Session Moderator –
 - a. Moderator will introduce each of the volunteers (scribe, mic helper and time keeper) and MA presenters. Moderator will lead the whole session.
2. Morning Break - Host to announce break and time to return
3. Lunch – Host to let everyone know where lunch will be held; reminder to be back by 12:55 as we start promptly at 1:00 pm
4. Host to Introduce Next Session Moderator –
 - a. Moderator will introduce each of the volunteers (scribe, mic helper and time keeper) and MA presenters. Moderator will lead the whole session.
5. Afternoon Break – Host to announce break and time to return
6. Host to Introduce Next Session Moderator –
 - a. Moderator will introduce each of the volunteers (scribe, mic helper and time keeper) and MA presenter(s). Moderator will lead the whole session.
7. WEFMAX Day I Wrap – the wrap should consist of but not limited to providing details/time where to meet for the evening social and dinner. Let everyone know to join us tomorrow for continental breakfast at 7:30 and the meeting will begin promptly at 8:00 am

Thursday WEFMAX Social

The host is responsible for organizing a social event that would provide a meal, cash bar and networking. It can be held at the hotel or select an offsite restaurant which is walkable. Social to begin around 6:00 and end around 9:00 pm.

WEFMAX Day II (Friday)

1. Host to open with a warm welcome back; hope everyone learned something from the discussions and enjoyed themselves at dinner.
2. Host to Introduce Session Moderator –
 - a. Moderator will introduce each of the volunteers (scribe, mic helper and time keeper) and MA presenters. Moderator will lead the whole session.
3. Morning Break – Host to announce break and time to return.
4. Host to Introduce Host Session Topic and Moderator –
 - a. Moderator will introduce each of the volunteers (scribe, mic helper and timekeeper and Host presenters. Moderator will lead the whole session.
5. Call to Action – Ask WEF Board of Trustee and WEF HOD Speaker or Speaker-Elect to come forward. They will lay out some takeaways for all.
6. Closing Remarks – WEF Board of Trustee will go first, then WEF HOD Speaker or Speaker-Elect and the final remarks will be from the Host.

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Host roles during the event...

1. The Host to identify who from Host leadership will open WEFMAX with a welcome message, emergency info/housekeeping details/schedule of events.
2. Host to acknowledge WEF Staff and MA Host Coordinator and or MA Staff as a resource throughout the event..
3. Host to acknowledge WEF dignitaries.
4. Host to introduce each Session and the moderator.
5. Host to identify and assign one person to be the timekeeper per each session.
6. Host to identify and assign one person to scribe for each session.
7. Host to identify and assign 1-2 mic helpers for each session (# of mic helpers based on # of WEFMAX attendees).
8. Host to identify the topic and presenter for the Host Session.
9. Host responsible for organizing the Wednesday social, Thursday Fun Walk/Run, and the Thursday Social.
10. Host responsible for adding in any tour, scavenger hunt or other fun and interesting events if there is time and interest.
11. Host and WEF responsible together to offer a Wednesday late afternoon event.
12. Host to prepare a document listing restaurants in the local area to share with the attendees.

WEF Roles during the event...

1. WEF to identify and assign Moderators for all sessions except for the Host session.
2. WEF to give Moderators instructions .
3. WEF Moderates and initiates the breakout discussion summary for all sessions.
4. WEF staff to upload all presentations on staff computer and have them ready at the time of presentation.
5. WEF to post all presentations on wef.org in the WEFMAX Library.
6. WEF Staff to provide the registration, print badges and bring lanyards
7. WEF to offer one WEFMAX for the Canadian Affairs Council to meet at a WEFMAX of their choice. WEF with work with the host to arrange a room and any food requirements.
8. WEF to offer time for MA Staff to gather on early Wednesday afternoon.
9. WEF will staff a registration check-in table at the Wednesday afternoon event and will also staff registration on Thursday morning held outside of the WEFMAX meeting room.