**TALKING POINTS FOR ONLINE INSTITUTE**

1. Identify the topics and presenters that we would want to use.
2. Contact each presenter to see if they are willing to present a session online.
3. All presenters must agree to terms of participation: time, presentation presented to DSP in advance, allow for Q&A, permit the use of presentation/notes to be posted on SREB web site.
4. For those that respond, list the topics send a list to current SREB & Sloan scholars asking them to identify those sessions that they would like to see.
5. Analyze list in priority order of responses from scholars.
6. Suggested format for Online Institute
	1. Recorded message from Ansley & Liz regarding the change in format and encouraging participations.
	2. Explain the format & schedule
7. October Session Featured Speaker

AM 1st session

PM 2nd session

Critique the 1st 2 sessions. Learn from these sessions. Make modifications as needed for next set of sessions.

 November AM 3rd session

 PM 4th session

 February AM 5th session

 PM 6th session

 March AM 7th session

 PM 8th session

 April Closing speaker

 Wrap up comments

1. Session Format
	1. Choice of 1 hour or 75 minutes
	2. 1 hour 45-minute presentation and 14 minutes Q&A
	3. 75-minute presentation 55 minutes presentation and 20 minutes Q&A
	4. Moderator provide Introduction
	5. End of presentation, Complete evaluation
	6. After the session, provide a link where a scholar could print a copy of a Certificate of Participation for that session. (Item for portfolio)
	7. If a scholar participated in all sessions, a special Certificate could be sent to the scholar. (Item for portfolio)
2. Post all of the sessions on the 2020 Institute website.
3. Provide for an evaluation component to determine the impact of the online format. David Feldon said he would love to participate in the designing and analysis of the evaluation component.
4. David indicated that NSF is providing $$ to respond to COVID-19. Perhaps we could approach Mark Leddy seeking funds to conduct impact study of online version of Institute.
5. Options
	1. Make link to sessions available to McKnight, GEM, and other scholars.
6. Determine registration process make it simple.
	1. Name, institution, program, e: mail,
7. Send recruiters from last 2 years a notice about the online Institute.
8. Depending upon the cost to present the online sessions, ask institutions if they would agree to sponsor a session. (Optional)