**Insites Workshop Checklist**

**On Workshop Booking**
Graham Francis

- Receives IT support information from district
- Sends confirmation letter to District Organiser
- Sends Site Technical Requirements Checklist to district contact person
- Provides workshop and contact details to CPD and SAPPA Presenters

**2 Weeks Prior**
CPD Presenter

**SITE REQUIREMENTS**
Make contact with district contact person to offer support re the following:

- Is internet access available (must be available for Macs)
- Has CD Rom been installed if internet not available
- Has the Insites Powerpoint presentation been downloaded from the website and loaded onto the presenter’s desktop
- Is a data show linked to the presenter’s computer
- Is Adobe Acrobat Reader 4.0 or 5.0 installed
- Is a backup IT support person available
- Are refreshments required (site responsibility)
- How many participants will be attending
- Is there anything else we need to know before we run the session

**WORKSHOP DELIVERY REQUIREMENTS**
Collect plastic folders one per participant (plus extras?) containing:

- CD
- Poster
- Tips sheet - Printing
- Tips sheet – Quick Tips
- Powerpoint presenter’s notes
- Feedback sheet