

**FINAL Facilitator Instructions
DGE, District Facilitators, and Regular Facilitators**

PLEASE READ CAREFULLY

Below are some points to remember as you begin your final preparation for the 2021 Lone Star PETS program.

General/Operating Points

1. Please Click here to go to the Lone Star PETS website to register for PETS if you have not done so already. There is a \$50.00 charge for registration. Contact your District Governor-Elect for individual payment information. Your role at PETS is "Facilitator." You will select "All Others" as your Registration Package. Your Tech Host must register as well. Registration closes end of day on **Thursday, March 4.**
2. Download a current Lone Star PETS Agenda for PEs and PNs, **March 8-13, 2021**, from the 2021 LSPETS Info drop down, on the front page of the LSPETS web site.
3. Instructions regarding the evaluation application will be provided at the opening session, as well as in the email which will be forwarded to all registrants prior to the beginning of LSPETS.
4. Download the **U Summit** app, and once logged in you will be asked to enter an event code. The event code for the 2021 Lone Star PETS is **804669**.

Curriculum/Modules Points

5. Download the materials in the Facilitators Training Toolkit on the front page of the LSPETS website. Your 2021 PE/PN Facilitator Guide has been updated with the 2021-2022 Theme, as well as the current Rotary Citation. In particular, review again the document, **2021 PETS Facilitator Instructions.**
6. A Tech Corner has been added to the Toolkit with your **2021 PETS PowerPoint Template** (for content highlights), your 2021 PETS virtual background, and other technology related information. Recently posted is an expanded version of the **PETS PowerPoint Template** with general LSPETS information, along with Module titles and objectives. A 2021 PETS Virtual Etiquette slide is included in both PowerPoint Templates.
7. Draft and forward your inspiring, uplifting and directional communication to your assigned Presidents-Elect, Presidents-Nominee, Rotaractors, and/or Assistant Governors.

8. In your attendee communication, forward a link to materials on the front page of the LSPETS website. There is an area for President-Elect/President-Nominee/ Rotaractor materials and an area for Assistant Governor materials, both located on the right of the front page of the LSPETS web site. Direct them to download their materials prior to the beginning of PETS.
9. In your attendee communication, forward the Zoom meeting link for your session.
10. Download your final class roster and build a master attendance spreadsheet. Record attendance each day; then, forward the completed spreadsheet to Mary Ann McDuff after the conclusion of the PETS program schedule on Saturday.
11. Be sure to schedule meetings and practice sessions with your Facilitator Partner(s) and Tech Host.
12. In your Facilitator curriculum plan, map out all Facilitator assignments. Designate the lead for each Module; then map out who is responsible for each Step on the curriculum grid, particularly breakout room sessions. It is helpful, as well, to designate who will monitor the Chat room.

Technology Points

13. Your **Tech Host information (Name, Email, and Phone)**, as well as your **Zoom meeting link**, should be forwarded to Sharron Miles and Sami Kahleeq.
14. Be sure to update your Zoom account to the most current, and advise your attendees to do this as well. (https://zoom.us/download#client_4meeting)
15. Please use the same email to login to the Zoom meeting as when you registered for Lone Star PETS.
16. Protect all links that are forwarded to you. Do not share them with anyone except your attendees to help keep them secure.
17. Direct your attendees that in case of any issue, stay online, and the LSPETS Tech Team will act immediately.
18. Your **Keynote Speaker** sessions Zoom meeting link will be forwarded to you and your attendees by Sami Kahleeq on Wednesday, March 3 Friday, March 5; Monday, March 9; one day before each general session; and one hour before each general session.

19. Your **District sessions** Zoom meeting link will be forwarded to you and your attendees by your DGE/ District Tech team on Tuesday, March 2; Friday, March 5; Monday, March 9; one day before each session; and one hour before each session.
20. Your **Facilitator Led** Zoom meeting links should be forwarded by Facilitators to attendees in opening class roster communications, as well as on Tuesday, March 2; Friday, March 5; Monday, March 9; one day before each session; and one hour before each session.
21. **You** should **not** record any sessions. Only the Keynote speaker sessions will be recorded if they give permission.
22. The Chat room should be monitored for questions. Map out this assignment on your Module facilitation assignment plan. Ask the attendees to restrict chats to the topic, not the weather, what everyone is wearing, etc.
23. You should use the approved LSPETS virtual backgrounds found in the Toolkit.
24. Open each session by greeting attendees. Close each session by opening the mute button, so all can say goodbye.

Questions

General/Operating: Sharron Miles, smilesrotary5790@gmail.com, 817-832-8066

Curriculum/Modules: Mary Ann McDuff, mamcduffrotary5790@gmail.com, 940-435-2300

Technology: Sami Kahleeq, s.khaleeq@cgsdigitalmarketing.com, 346-777-8368