Session Host Responsibilities

- Identify a scribe (you may do it yourself or ask for a volunteer)
- Start the discussion
- For your convenience in posting the names of session participants, ask them to enter their names below.
- Capture the discussion from your session (see the notes at the bottom of the page)
- Post your notes, along with the participant names on the conference web site: http://www.xxx.com/xxx

Topic: _____

Session Host: _____

Participant List – for your notes

Name

Some thoughts about your notes:
- Capture what was discussed by participants in a way that can be understood by someone who wasn't there
- Use whatever form works best for you: words, visual images, photos or others.