



## Science Take-Out Workshop Presenter Information

Thank you for agreeing to present a workshop using educational materials from Science Take-Out!

### The following items should be in your shipment of workshop materials:

- Science Take-Out kits for your workshop (1 kit for every 2 workshop participants). *Note: We may have also included 1 extra kit for you to use for "practice."*
- Science Take-Out Brochures (one for each workshop participant)
- Workshop Participant Feedback Cards (one for each workshop participant)

### The following items for your workshop should be downloaded from the Science Take-Out website at <http://www.sciencetakeout.com/workshop-resources/> :

- PowerPoint presentation for workshop (as a PPT and PDF documents) – you may modify as appropriate for your group
- PowerPoint presentation script
- Teacher Instructions for Science Take-Out kit (copies for participants are optional)
- Student Instructions for Science Take-Out kit (print one copy for each participant)
- Workshop Participant Feedback Card (if you need to print out more cards)
- Workshop Presenter Survey
- Workshop Presenter Invoice (*if receiving a stipend*)
- W-9 tax form (*if receiving a stipend*)

### **Before the date of the workshop:**

- Review the Student Instructions and Teacher Information for the kit.
- If you are not already familiar with the Science Take-Out kit that you will be presenting: Make sure you use the extra kit we provide prior to your workshop so that you are familiar with the kit and able to provide insights into how to support students who use the kit.
- Arrange for :
  - a workshop room that has tables for participants and a computer projector
  - scissors and tape or glue (if needed for your Science Take-Out kit)
  - water (if needed for your Science Take-Out kit)
  - paper towels and trash disposal needed for clean-up
- Make copies of the Student Instructions for your Science Take-Out kit. *Note: Each kit will already come with 1 copy of the student instructions. So, if for example, you expect a maximum of 30 workshop participants, you will only need to make 15 copies of the student instructions.*
- Review and modify the PowerPoint to fit your audience and your presenting style.
- Review the Science Take-Out website at: [www.sciencetakeout.com](http://www.sciencetakeout.com) to become familiar with Science Take-Out philosophy and products.

### **Before participants arrive on the day of the workshop:**

- Set up a table with Science Take-Out brochures and Workshop Participant Feedback Cards so that participants can pick these up as they enter the room.
- Set out water, paper towels, scissors, tape, etc. as needed for the workshop activities.
- Set up computer projector with the workshop PowerPoint
- Arrange tables and chairs so that teachers can work in groups of 2

### During the workshop:

- Greet participants as they arrive and ask them to:
  - pick up a copy of the Science Take-Out brochure
  - pick up a copy of the Participant Survey Cards
  - sit so they can work with a partner
- Start workshop on time—do not wait for people who are late
- Remember that the focuses for the workshop should be to:
  - provide an opportunity for teachers to experience the Science Take-Out kit as “students”
  - make teachers aware of the other kits available from Science Take-Out
- Tell teachers that the teacher information for the kit is available for free download at the website listed on their Science Take-Out brochure ([www.sciencetakeout.com](http://www.sciencetakeout.com))
- Use PowerPoint and PowerPoint script to conduct workshop
- Distribute kits when needed. **It is best to wait to hand out the kits until you are ready to start the activity.** *Tell participants that each team of two will get a kit that contains one student handout to be used by one teacher. You will hand out additional student handouts for the other teacher in the team.*
- Collect Participant Feedback Cards at the end of the workshop
- Thank participants and encourage them to explore the resources on Science Take-Out website

### After the workshop (within a week of workshop date):

- Mail the following items back to us:
  - Workshop Presenter Survey
  - Workshop Participant Feedback Cards
  - Workshop Presenter Invoice (*if receiving a stipend*)
  - W-9 form (*if receiving a stipend*)

Our mailing address is:

**Science Take-Out  
P.O. Box 386  
Honeoye Falls, NY 14472**

If you have any questions, please feel free contact Dina Markowitz ([dina\\_markowitz@sciencetakeout.com](mailto:dina_markowitz@sciencetakeout.com) or 585-764-5400) or Sue Holt ([susan\\_holt@sciencetakeout.com](mailto:susan_holt@sciencetakeout.com) or 716-465-7963).