

INFORMATION EXCHANGE BREAK OUT SESSION ANNOUNCEMENTS

1. Welcome everyone to the 2016 HSCB Information Exchange.
2. Introduce yourself and your agency.
3. Announce the name of the session and remind the attenders to sign in.
4. Inform the attenders that in the past we were able to offer SW and CMH Children's hours but due to additional crediting requirement deadlines, we are unable to offer Social Work or CMH Children's Contact hours for this event. Only Substance Abuse hours are available. Tell those who want Substance Abuse credits that they must complete the entire evaluation form.
5. Announce where bathrooms are located.
6. Encourage the attenders to visit the agency displays between the sessions.
7. Inform the attenders that they are expected to complete an evaluation form and hand it in at the end of the session.
8. Explain that a photos will be taken during the session. The photos will be used for HSCB purpose only. The photographer will only be in the room about 5 minutes.
9. Introduce speaker(s) or ask them to introduce themselves.

THINGS TO DO AT THE SESSION

Use the 5 minute sign to let speaker to wrap up the presentation.

AV PROBLEMS

If you have problems with the A/V in your room, call Tammy LaBeau, MISD, (586) 228-3423.

OTHER PROBLEMS:

Cell phone numbers:

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|----------------------|----------------|
| Jenn Putney: | (586) 295-8732 |
| Carmen Julia-Garcia: | (586) 260-2847 |
| Madeline Habib: | (586) 495-6418 |