

Denton PDS Cadre

Seminar Groups & Responsibilities

Responsibilities for Conducting Seminars:

- Provide refreshments (plan for about 50 people)
- Plan and organize content for seminar (speakers, handouts, possibly create flyer to advertise your seminar to fellow interns)
- Seminar must last 45 minutes with about 15 minutes for Q&A
- Facilitate seminar - introduce speaker(s), begin and end on time, facilitate Q&A, provide any handouts, etc...

Responsibilities for Attending Seminars:

- Be professional (be on time, turn off phone, take notes, be attentive, ask good questions, thank the speakers & interns who planned the seminar)
- MUST ATTEND ALL SEMINARS