**SOW for Moderation Services**

The moderator will be hired by LearnSphere directly. This agreement outlines the work the moderator is approved to provide to the Associate:

|  |
| --- |
| ***Facilitator to check all that apply.*****IN-SCOPE:****Pre- workshop (15 minutes of prep time allotted per hour of delivery\*):*** Create zoom breakout rooms with content provided by facilitator
* Create zoom polls with content provided by facilitator
* Verify engagement tools (ex Jamboard) settings, please specify \_\_\_\_\_\_\_\_\_\_\_\_\_
* Review learning plan to ensure roles required during the workshop are understood
* Pre-workshop call with facilitator to review key responsibilities/settings
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*If moderator deems time to complete all requested pre-workshop support will be beyond that allotted based on hours of delivery, any additional time must be pre-approved by LearnSphere.* **During workshop:*** Provide technical help / assistance to participants, for example if any participants have sign-in difficulties, or issues using their camera / microphone.
* Technical support to enable offering of simultaneous translation / closed captioning
* Monitor chat and notify the presenter of any messages they have not seen
* Record attendance
* Record the session if required and send recording to facilitator or to LearnSphere
* Paste links and / or share documents in chat box if any during zoom sessions
* Mute / unmute participants
* Start / end and manage breakout rooms
* Launch / support other engagement tools (ex Jamboard), please specify \_\_\_\_\_\_\_\_\_\_\_\_\_
* Provide facilitation support in exercises to aid accessibility
* Set timer for exercises
* Display polls and answers
* Take notes to support / record any follow-up facilitator needs to undertake
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Post-workshop:** * Send saved chat and / or workshop recording to facilitator
* Send notes to facilitator
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |

|  |
| --- |
| **OUT OF SCOPE (requires extra payment, must be pre-approved by LearnSphere):** * Pre-workshop test run of full content
* Communications with participants pre/post workshop
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |

|  |
| --- |
| **Professional Fee:*** $50/hour plus 15 mins prep per hour of delivery (total = $62.50)

E.g. $125 for a 2h workshop = $50/hour x 2h delivery + 30min prep  |

|  |
| --- |
| **Facilitator Name:** Date(s)/Title(s) of workshop(s):* By checking this box, I agree the statement of work as detailed above truly represents the work required from the moderator. I will obtain approval from LearnSphere prior to requesting any work or hours outside the scope outlined above.
 |

|  |
| --- |
| **Moderator Name:** Date(s)/Title(s) of workshop(s):* By checking this box, I agree to complete the statement of work as detailed above, at the rate listed. I will obtain approval from LearnSphere prior to completing any work or hours outside the scope outlined above.
 |