**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:

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| ***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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **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 |

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| **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. |

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| **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. |