



Facilitator's Guide

Placing UESC Task Orders Under a GSA Areawide Contract

Offered Live on August 2, 1012

Archived afterwards for 24/7 viewing at
www.femp.energy.gov/FirstThursday

Instructor:

Julia Kelley

Oak Ridge National Laboratory

FEMP Expert:

David McAndrew

For additional information please contact:
EERE Information Center
1 877 EERE INF (1 877 337 3463)
www.eere.energy.gov/informationcenter



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Purpose

Sponsored by the Department of Energy's Federal Energy Management Program (FEMP), *First Thursday Seminars* are training opportunities targeting Federal energy, environmental, and fleet professionals.

Your Role as Facilitator

We greatly appreciate your help in serving as a site facilitator for the Department of Energy, Federal Energy Management Program (FEMP) *First Thursday Seminars*. You are very important to the success of these satellite broadcasts, and your commitment to the following roles is critical to the success of these training initiatives.

Prior to the Seminar

- Post appropriate signs to notify potential attendees of the location, date, times and registration process for the first training session. Promotional flyers and other materials for each seminar can be downloaded from http://apps1.eere.energy.gov/femp/training/first_thursday_seminar_materials.cfm. Utilize your local process to “book” the facility where the broadcast will be viewed.
- Ensure that the viewing room is equipped to accommodate the registered participants as well as a few unregistered attendees.
- Print the sign-in Roster that can be accessed at http://apps1.eere.energy.gov/femp/training/pdfs/fft_roster.pdf and have each attendee sign in. Fax the Roster to 865-381-0554.
- Print copies of the Learner Guide available at http://apps1.eere.energy.gov/femp/training/course_detail_live.cfm/CourseDateId=386.
- Manage the technical aspects of the Broadcast. Technical contact numbers and emails may be printed as part of the facilitator information found at http://apps1.eere.energy.gov/femp/training/first_thursday_seminar_troubleshooting.cfm.

During the Seminar

- Have each attendee sign the Roster and fax, e-mail per directions above. With thousands of Federal facilities potentially offering this broadcast, you are the only way for us to ensure that we have an accurate number of participants in the training.
- Remind attendees that in order to receive a Course Completion certificate for the training, they must be registered, and they must complete an online quiz and evaluation after attending the training (link will be provided immediately after the live broadcast). Greet program participants and provide them with a Learner Guide if they do not bring one with them.
- Make the participants feel comfortable. Indicate where restrooms can be found, help participants find seating, and handle any requirements for special accommodations.
- Encourage questions. During the live broadcast, handle questions by either dialing the toll free number 800-775-3728, faxing questions to 865-381-0554, or by sending an email to FTS@energyworkshops.org.
- For technical issues during the workshop, call 865-974-5069 for downlink facility, 865-974-7561 for Video-conferencing/webcast trouble, 877820 0305 or 888-820-4898 for Federal networks trouble (DLnet, or you may email ruleb@tds.net.

After the Seminar

- After the live broadcast, a link will be provided to a seminar evaluation and open-book quiz and an e-mail containing the link will be sent to all registered participants. Upon completion of the evaluation and the open book quiz, the participant will be able to print a course completion certificate for his/her records.
- Either scan the Roster with participant signatures and email it to FTS@energyworkshops.org, or fax it to 865-381-0554 if you prefer.
- Following the viewing of the satellite broadcast, you are asked to conduct a 10 to 15 minute conversation with the participants about their learning. Your role will be to ask questions to stimulate thinking and discussion.

Sample Discussion Questions

1. Who is your serving utility or utilities? Are they covered by a GSA Areawide contract?
2. Does your utility have the capabilities and interest to approach some of your energy conservation measures?
3. Do you currently have the support you need from your contracting officers to develop UESCs? Will the tools and templates help?
4. What are the next steps for you in considering how a UESC might benefit your facility or site?