Trails Summit Agenda Template and Timeline

Purpose: Trails Summit Run of Show	Date and Time: 10/16: 12-1pm Locations or Link: https://us02web.zoom.us/j/82967234580?pwd=MFBwVGxWY0sxc0xodXhrY1BteVIhQT09
Invitees: <Insert meeting invitees with name and org or title as appropriate>	

Time Table	Item	Detail
Friday 10/16 12pm		
11:30-12:00 (30 mins)	**Facilitator Login and Tech Check** Turn on Do Not Disturb: Phone/computer Make Alison and Dan Cohosts OPEN: ● Zoom sign-in ● Jamboard ● Slides ● Chat ● Participants	https://us02web.zoom.us/j/82967234580?pwd=MFBwVGxWY0sxc0xodXhrY1BteVIhQT09
12:00-12:05 (5 mins)	**Session Intro by Trails Summit** Launch Trails slide with opener (3 slides)	● Opener ● Housekeeping ● Intro of Alison Hart and Dan Goldes with slide

12:05-12:12 (7 mins)	**Welcome/Intro OARRs** Launch speaker slide #1 Slide #2: Transition Slides #3:OARRs Slide #4 Slide#5-6 Slide #7-8 Slide #9: virtual best practices Slide #10: Zoom Slide #11: transition	(Alison Hart)Welcome ● Take a moment to reflect on what has your attention - acknowledge it and let it go; indicate when you are ready ● Setting stage/Purpose ○ Business meetings as opposed to conferences (not talking about webinar style presentations) ● Will model best practices as we go through the presentation (Dan Goldes) OARRs (Explain this is a best practice) ● Outcomes ○ Learn the importance of balancing content with activities for engagement ○ Explore tools for obtaining feedback and fostering group collaboration ○ Discuss best practices for navigating the virtual environment for successful meetings ● Agenda ● Roles (both for today and template) ● Ground Rules (both for today and template) ○ Virtual meeting best practices ● Zoom features for interactivity ○ Raise hand in participants window ○ Type favorite color in Chat **Transition to Alison: Connectivity**
12:12-12:17 (5 mins)	**Connection activity** Stay on transition slide until questions Slide #12	(Alison Hart) **Explain why connection activities are important** - Format depending on size of group - Round robin (up to 20) - Put list of order in **Chat** - Breakout - Quick debrief - Sample questions **Transition to length of meeting**

12:17-12:22 (5 mins)	**Meeting Configuration**
	
	Slide #13: Transition slide for poll
	
	Dan: Launch poll #1: Length of Meeting
	● End poll
	● Show poll results
	● Close poll
	(Remind participants that they may need to close poll on their screen)
		(Alison Hart)
		Type of meeting
		- Business meetings
		- Training
		
		Length of Meeting
		Poll:
		1-2 hours
		Half day
		Full day
		Multi day
		
		Length of meeting
		     ○ 5 hour max
		     ○ Breaking up over multiple days - consecutively or not consecutively (pros and cons)
		
		Transition to Dan: Best Practices

12:22-12:37 (15 mins)	**Lecturette: Best Practices**
	
	Slide #14: Preparing for the Meeting
	
	Put PDF of Run of Show in **Chat**
		(Dan Goldes)
		Meeting preparation and logistics:
		Preparing for the meeting:
		A virtual environment requires more time
		     ○ For building in connection
		     ○ For transition
		  ● Planning
		     ○ Run of show
		     ○ Identify who is doing what
		     ○ Consider number of people needed to host meeting (2 people recommended for tech needs of virtual)
		     ○ Tech check (if needed based on poll)
		     ○ Prepare co-presenters and meeting team
		  ● Agenda:
		     ○ Be clear about meeting purpose and desired outcomes
		     ○ Send outcomes, agenda (OARRs) in advance
		
		Call out that the Run of Show for this program has been put into **Chat**

	Slide #15: Starting the Meeting	(Dan Goldes)
		Starting the Meeting
		Note: this is about setting the meeting environment/atmosphere
		  ● 15 mins networking time before and after meeting (casual coffee time)
		  ● Greet participants as they come online
		  ● Make conversation with participants
		  ● Ask to rename self if names are not explanatory

	Slide #16: In the Meeting
	
	Type how long to provide content in a meeting before taking a break in **Chat**
	
	Slide #17: Emotions slide
		(Alison Hart)
		In the meeting:
		  ● Ask participants use video
		  ● Breaks (BFLAB)
		    ○ Length of time between breaks - write in **Chat**
		    ○ Timer/ disco or other (search on google) - Show on screen during breaks
		    ○ Reconnect after - emotions slide
		  ● Balancing content and interaction
		  ● Conscious effort to have people connect and get to know one another
		  ● Every activity - allow time for debrief
		  ● Making space for input
		    ○ Chat
		    ○ Raise hand
		    ○ Length after questions - take a drink
		    ○ Call on people
		    ○ Round robin - speaker order in chat
		    ○ Popcorn

	Slide #18: Ending the Session	(Alison Hart)
		Ending the session:
		  ● Leave time at end to wrap up -
		    ○ Summarize outcomes
		    ○ Round robin: Using "What had the biggest impact?" (takes 15+ minutes)
		  ● Leave meeting open for coffee time
		  ● Assign parking lot items for follow up

	Slide #19: Transition	Brief Q&A **Transition to: Collaboration Tools**

12:37-12:47 (10 mins)	**Collaboration Tools** STOP Slides
	
	Alison: Launch Jamboard - scribe
	
	Jordan: Read **Chat** Dan: Monitor Participants window to take outloud comments by raising hand in participants
	
	Launch Slide #20
	
	Jordan: Set up Breakouts - 4 people per room. Must be ready to go immediately for next section.
	
	STOP Slides
		(Alison Hart):
		Set Context for showing collaboration tool
		
		Hand off to Dan to lead
		Activity: Experiencing online collaboration
		
		Question: Do you have any examples of things that have worked really well in online meetings that you have been a part of?
		    ● Explaining tool
		        ○ Scribe in jamboard
		
		    ● Other tool: Google docs
		
		Talk about concept of theming
		Other resources
		    ● Miro
		    ● Mural
		
		Transition to: Breakouts

12:47-12:59 (12 mins)	**Breakouts activity** Dan: Type question into **Chat**
	
	Jordan: Launch Breakout on queue from Alison - 4 people per room
	
	Breakout 5 minutes in length. End at 4 minutes which gives participants 1 minute to return
	
	Launch Slide #22
		(Alison Hart)
		Set context for breakouts and how they can be used
		Breakout activity: (use as model for closing section above)
		    - **Question**: What in this session was most impactful for you?
		    - Person with the next birthday facilitate
		
		(Dan Goldes)
		Welcome back
		Debrief breakout

12:59-1:00 (mins)	**Wrap up** Slide #22	(Dan Goldes/Alison Hart) Thank you. Will stay for questions.

1:00-1:15 (15 mins)	Post Session - Speakers available	Raise hand to ask your question