

PRE-CONFERENCE SESSIONS - San Antonio Virtual Facilitation Learning

RA: To engage people in the experience of virtual facilitation sessions using 1 or more tools; Match mentors with mentees to design to increase network capacity in virtual facilitation.

EA: Fun, interactive, empowering for the participants; Accessible and fearless learning with caring colleagues

Offer three January sessions prior the Meeting:

- a. Require two meeting attendance for registered participants
- b. Conduct a Sandbox prior to each
- c. Design attendance tracking module
 - a) Elluminate -Wayne/Jo/Catherine
 - b) ConnectPro - Cheryl, Irina, Ester Mae, Sunny (with support), Kathy, Mary, Linda, Tamyra, Eunice
 - c) Citrix - Jerry Mings
- d. Advanced Level:
 - a) Mind map with Mindjet/Citrix -Sheila/catalyst mind mapping, Jerry Mings
 - b) Let's Focus

January: All completed 1-2 weeks prior to ToP Network Annual Meeting

November-December: Assignment (invitation and self-select) and Development of sessions

October: Get Schedule set up for who/what/when

September: Draft Process Design (now); Feedback from Team members (September 22); Finalize Design **September 22-23**

CONFERENCE VIRTUAL F2F PLENARY = FRIDAY NIGHT

RA: Face-to-face in-depth interaction for serious reflection and learning; Increase neural pathways leading to "knowing" numerous ways to use VF;

EA: Believing that ToP methods and virtual events are a happy marriage; Experience being part of a large collegial support system; Fun and energizing!

1. Context: Purpose, presenters, process, and virtual Team practitioners. 15 minutes

Generate Questions from participants: have everyone write their questions on index cards, facilitators group them, answers by panel.

2. Conversational debriefing by matrix - can probably put up known data - price, learning curve ranking, technological equipment needed, best practices, principles, ROI, environmental impact, etc..... 18' sticky walls with two swim lanes. This can be created on

Friday evening and added to over the entire meeting. Add photos that show the visual of the meeting rooms (AC, EL etc.) - using PowerPoint to show. Document the entire Matrix. 45 minutes

Ask for the questions on index cards again.

3. Energizer - 5 minutes
4. Experiential sharing of by a panel of VC members with translation capacity (stories): Moderator: Ester Mae; Panelists: Sheila, Kathy (how she started on this - inspirational), Irina (as one of the youngest), Catherine, and Jo. AND if Jerry comes, for sure on this panel!!! This panel will have specific assignments and will be asked to answer the questions posed on index cards. Don't have to know every answer! If a participant knows they get to respond. 40 minutes
5. Reflection - 15 minutes Sue

ASYNCHRONOUS SUPPORT:

1. POS present Best Practices/Principles on GroupSite - to point everyone to it. (Great way to integrate our different virtual modules) portion to our work.
2. Equipment List on GroupSite

REQUIREMENTS:

1. Register for the ToP Network Annual meeting by January 2
2. For people who want to participate in the Virtual Meeting, but are not planning to attend the annual meeting would be a fee of \$25.
3. Meet the "minimum equipment standards."
4. If attending the annual meeting, commit to participate in both the virtual meeting and F2F on Friday evening.

ACTION LIST:

1. What is deadline for getting our design to VF Planning Team/Program Committee/Facilities Committee? CT ASAP
2. Check with Mary to verify a payment for the Virtual Pre-Conference Session(s) and collect the fee of \$25. EMC ASAP
3. Develop "minimum equipment standards" list with Sheila. EMC with SLG. By October.
4. Send this work to the program team. EMC ASAP
5. POS create Best Practices/Principles - No later than Oct 1
6. Ask Jerry Mings to participate. EMC ASAP