##### Run-of-Show Template

**Session name, date, and time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Indicators Survey link:** [https://www.surveymonkey.com/r/YV82R9Q](https://www.surveymonkey.com/r/YV82R9Q%20%20)

**Mentimeter link:** Entered by JSI prior to event

**Ideaboardz link:** <https://ideaboardz.com/> (for setting up your own board)

**Participant Feedback Form:** [https://www.surveymonkey.com/r/NJN82CY](https://urldefense.com/v3/__https%3A/www.surveymonkey.com/r/NJN82CY__;!!Npd4GBrkbw!jo0vmYcvSzToYLDVPfA1E-M1o2UugflUnOnj8mmOyWTLN-wpAJUqsLmnO_peGutf$)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Role/Responsibility** | **Contact Info** |
| **JSI Team** | Corina Pinto | Lead Facilitator | Corina\_pinto@jsi.com  |
| Panos Smyrnios | Meeting Host | Panos\_smyrnios@jsi.com  |
| Madison MacLean | Tech Support | Madison\_maclean@jsi.com  |
| **Local Team** | Mindy Smith | Local Planning Team – Main Contact | Mindy\_smith@mail.com  |
| Dr. Maria Gomez | Local Leadership – President of Hospital | Dr\_gomez@mail.com  |
| Samuel  | Breakout Facilitator 1 | samcoleman@mail.com |
| Justin  | Scribe 1 | justin@mail.com  |
| Taylor | Breakout Facilitator 2 | taylor@mail.com  |
| Abdul | Scribe 2 | abdul@mail.com  |
| Chrissy | Breakout Facilitator 3 | chrissy@mail.com  |
| Anh | Scribe 3 | anh@mail.com  |
| **Other** | Jo Morrissey | Observer | jo@maine.com  |

| **What** | **Where** | **Time** | **Speaker** | **Presentation**  | **Staff** | **Tasks** | **Zoom Activity** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Meeting Prep** | Zoom | 30 minutes before meeting start time | Lead Facilitator | N/A | **Local Planning Committee Member(s), Breakout Facilitators, Breakout Scribes****Lead Facilitator & Meeting Host****Local Leadership** | * Join Zoom 30 minutes prior to scheduled meeting start time
* Participate in roll call/materials check
* Ask any outstanding questions
* Check to ensure PPT is in slideshow mode.
* Facilitate roll call/materials check for each Scribe:
	+ Do you have your Breakout Discussion Worksheet open?
	+ Reminder to monitor chat for discussion
	+ Reminder to download Zoom chat prior to the end of the Breakout Session,
* Facilitate roll call/materials check for each Breakout Facilitator:
	+ Do you have your Breakout Discussion Worksheet open?
	+ Reminder that links to Indicator Survey and Mentimeter are in the Breakout Discussion Worksheet and Run of Show
	+ Have you created your Ideaboardz?
* Answer questions as needed
* Meeting Host must make the Lead Facilitator and all Breakout Facilitators and Scribes cohosts so they can share their screens

Log on 15 minutes prior to the official meeting start time | None |
| **Starting the meeting** | Zoom | 5 Minutes Prior | N/A | **Slide 1**  | **Meeting Host****Lead Facilitator** | * Allow participants in from meeting room
* Be sure meeting default setting is to mute participants upon entry.
* Enable closed captions
* Start recording
* Share screen to show PowerPoint presentation.

Ask participants to add their names to the chat box. Ask random, welcoming questions about the weather, sports, local trivia to make people feel welcome and at ease. | None |
| **Welcome**  | Main Zoom Room | 5 mins  | Local Planning Committee Member(s) | **Slides 2-5** From PowerPoint Presentation | **Local Planning Committee Member(s)****Meeting Host****Lead Facilitator****Tech Support** | * **Slide 2** - Welcomeparticipants to the session
* **Slide 3** - Recognize the Maine Shared CHNA collaboration
* **Slide 4** - Thank you to forum sponsors
* **Slide 5** - Go over forum agenda
* Introduce Jo/JSI for next section

Continue to monitor and allow people in from waiting roomMonitor chat for tech questions |  |
| **Overview of tools****And** **Purpose of Forum** |  |  |  | **Slide 6****Slides 7-11** | **Jo or JSI?** | * **Slide 6** - Provide session ground rules and basic guidelines for using Zoom (e.g., chat and participants; open and close these features, hand raise, mute, video, etc.) and ask people to practice.
* Remind participants to mute in plenary session.
* Tell participants who they can chat to for tech support (see Run of Show for Tech Support staff’s name)
* Ask participants to direct message Meeting Host if they require the use of Closed Captioning throughout our meeting. (CC is not available in Breakout Rooms). If needed, create a breakout discussion group there.
* **Slides 7-11** Purpose of the forum
* Introduce leader for leadership remarks
 | Ask participants to practice typing in the chat, turning video on and off, raising hand |
| **Leadership Message** | Main Zoom Room | 5 mins | Local Leadership | **Slide 12**From PowerPoint Presentation | **Local Leadership****Lead Facilitator****Tech Support** | **Slide 12** - Local leadership remarks* Introduce point person for review of previous health improvement efforts.

Monitor chat for tech questions | None |
| **Review of previous CHNA priorities and activities** | Main Zoom Room | 10 mins | Local Planning Committee Member(s) | **Slides 13 – XY** Locally produced slides From PowerPoint Presentation | **Local Planning Committee Member(s)****Tech Support** | **Slides 13 – XY** Provide an overview of County CHNA priorities and activities from 2019Introduce JSI point person for the presentation of key data findings.Monitor chat for tech questions | None |
| **Present Key Data Findings** | Main Zoom Room | 25 mins  | Lead Facilitator | Data slides From PowerPoint presentation | **Lead Facilitator****Tech Support**  | Present key data findings; advance slidesMonitor chat for tech questions | None |
| **Move to Breakout Rooms** | Main Room to BreakoutRooms | N/A | Lead Facilitator | Transition slide from PPT | **Meeting Host** | * Pause recording
* Move participants, Facilitator(s), and Scribe(s) into Breakout rooms
 | None |
| **MOVE PARTICIPANTS TO BREAKOUT SESSION; 3 MINUTE BREAK**While in Breakout Sessions, Meeting Host will keep time. They will send a broadcast message to all participants: * With a 1-minute warning of when to wrap up each activity.
* When to begin the next activity
* When 1-minute is left in the Breakout Sessions

**NOTE: If at any time you need assistance from the host, click ASK FOR HELP ICON in the Zoom control menu/tray. The meeting host will be notified and join your room.** |
| **Ground Rules and Intros** | BreakoutRoom | 5 min | Breakout Facilitator | None | **Meeting Host****Breakout Facilitator****Breakout Scribe****Meeting Host** | Broadcast message that there is 5 minutes to discuss Ground Rules and do Introductions.* Introductions & ice breaker (see Breakout Discussion Worksheet)
* Ground rules
* Review the process/materials
* Prepare to take notes in the Breakout Discussion Worksheet. (JSI will send the unique event specific worksheets to Facilitators and Scribes prior to Mainstream Community Forums)
* Monitor chat while Facilitator leads discussion

Send broadcast message to all Breakout Rooms when there is 1 minute left for this activity | Introductions and ice breaker |
| **QUESTION 1: Data Discussion** | BreakoutRoom | 5 min | Breakout Facilitator | None | **Meeting Host****Breakout Facilitator****Breakout Scribe****Meeting Host** | Send broadcast message to all Breakout rooms when they have 5 minutes for Question 1Lead data discussion (see Breakout Discussion Worksheet)Take notes within Breakout Discussion WorksheetSend broadcast message to all Breakout Rooms when there is 1 min left for Question 1 | Participate in discussion |
| **QUESTION 2: Choose Indicators**  | BreakoutRoom | 10 min | Breakout Facilitator | None | **Meeting Host****Breakout Facilitator****Breakout Scribe****Meeting Host** | Send broadcast message to you have 10 mins for Question 2* Copy and paste link to [Indicator Survey](https://www.surveymonkey.com/r/YV82R9Q) in the Zoom chat. Link is also included in Breakout Discussion Worksheet, Run of Show, and ME CHNA Community Engagement SmartSheet. Participants will choose as many indicators as they’d like
* Remind participants not to hit SUBMIT—they will want to reference their choices for the next activity (Question 3).
* Lead discussion (see Breakout Discussion Worksheet)

Log notes from discussion and indicators activity in the Breakout Discussion WorksheetSend broadcast message to everyone when there is 1 min left for Question 2 | Individuals will follow SurveyMonkey link to log their top Indicators |
| **QUESTION 3: Choose Priority Health Topic Areas** | Breakout Room | 10 min | Breakout Facilitator | N/A | **Meeting Host** **Breakout Facilitator** **Meeting Host** **Breakout Scribe****Breakout Facilitator** **Meeting Host** | Send broadcast message they have 10 mins for Question 3After 1 minute, send another broadcast message to launch pollWhen you receive the cue from the Meeting Host, copy and paste link to Mentimeter poll into the chat. There is a unique link for each event (found in Run of Show and Breakout Discussion Worksheet). Participants will have **5 minutes to use the Mentimeter** to choose their top 4 Priority Health Topic areas* After 4 minutes, send a broadcast message to all Breakout Rooms with a 1 minute warning that the poll will close
* At 5-minute mark, close the poll. Screen share results with participants
* Use the Zoom annotate feature to circle the top results—using a judgement whether to circle 4, 5, or 6 top results. Leave this up for 3-4 minutes, then stop screen sharing.
* Ask Breakout Facilitators to email any votes collected in their chat boxes now to the Lead Facilitator.

NOTE: Participants remain in Breakout rooms for this activity. Everyone will see the same screen being shared by host.After poll results are shown, write down the top priorities (we recommend typing them right into the Breakout Discussion Worksheet so you remember them). Then copy and paste the results into the Breakout Room Zoom chat once the Meeting Host stops screen sharing  Direct participants to submit Indicator Survey Broadcast message that there is 1 minute left in Question 4 | Individuals take Mentimeter poll to log their top 4 Priority Health Topic AreasNOTE: In the event that participants are unable to use Mentimeter, ask them to use the chat box to vote for their top 4 Priority Health Topic areas. If this happens, the Breakout facilitator should email the Lead Facilitator, and they will incorporate those votes into the final tally.  |
| **QUESTION4: Sticky Note Exercise** | BreakoutRoom | 10 min | Breakout Facilitator | Ideaboardz | **Meeting Host****Breakout Facilitator (next)****Breakout Facilitator (con’t)****Breakout Scribe****Meeting Host** | Broadcast message you have 10 mins for Question 4* Screenshare; Explain and demonstrate the Ideaboardz activity. (See Breakout Discussion worksheet)
* Answer any questions
* Share link to the Ideaboardz in the chat box

Record any discussion that occurs in the Breakout Discussion WorksheetBroadcast message that there is 1 minute left in Question 4. | Add Gaps/Barriers and Resources/Assets to for each of the top Priority Health Topic AreasNOTE: In the event that participants are unable to use Ideaboardz, ask them to use the chat box to list assets and gaps/barriers for each of their chosen priority areas. **The facilitator can then add their notes to the Ideaboardz** |
| **Wrap Up** | Breakout Room | 5 min | Breakout Facilitator | None | **Meeting Host****Breakout Facilitator****Breakout Scribe****Meeting Host****Breakout Facilitator****Scribe** | Broadcast there is 5 minutes for wrap up discussion* Stop screen share
* Facilitate discussion (see Breakout Discussion Worksheet)

Record any discussion that occurs in the Breakout Discussion WorksheetSET TIMER for 2 minutes to close breakout rooms.Export the Ideaboardz to PDF. Email the PDF to your Scribe* Export Zoom chat and save.
* Email chat, Ideaboardz PDF, and the completed Breakout Discussion worksheet to the Meeting Host/Lead Facilitator. (Instructions included in the Breakout Discussion worksheet)
 | Participate in discussion |
| **MEETING HOST WILL RECONVENE ALL PARTICIPANTS, FACILITATORS, AND SCRIBES IN MAIN ZOOM ROOM** |
| **What** | **Where** | **Time** | **Speaker** | **Presentation**  | **Staff** | **Tasks** | **Zoom Activity** |
| **Wrap up and Next Steps** | Main Zoom Room | 5 minutes | Local Planning Committee Member(s) | Thank you slide From PowerPoint presentation | **Local Planning Committee Member(s)** | * Thank participants for their insight and time
* Discuss next steps in CHNA process (see Speakers notes in PowerPoint)
* Invite JSI point person back to discuss feedback form
 | None |
| **WRAP: Feedback Form** | Main Zoom Room | 1 minute | Lead Facilitator | Last slide showing local contact info | **Lead Facilitator** | Share link to Participant Feedback Form in the chat: [https://www.surveymonkey.com/r/NJN82CY](https://urldefense.com/v3/__https%3A/www.surveymonkey.com/r/NJN82CY__;!!Npd4GBrkbw!jo0vmYcvSzToYLDVPfA1E-M1o2UugflUnOnj8mmOyWTLN-wpAJUqsLmnO_peGutf$) | None |
| **POST Meeting** | Main Zoom Room | 5-10 minutes  | None | None | **All Staff** | Debrief to ensure all materials are collected and distributed according to plan.  | None |