**MSCHNA Community Engagement: Summary of Changes**

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| **Section of Run of Show** | **Responsible** | **Summary of Change** |
| Welcome | Local Planning Committee Member | \*\*new\*\*Closed captioning does not transfer to Breakout Rooms. During the welcome remarks, ask participants to send a chat to Meeting Host (name can be found in the Run of Show) if they will need to use Closed Captioning throughout the meeting. If needed, these participants can stay in the main Zoom room for the Breakout session. We will ensure that a robust group join them. |
| Breakout instructions | Meeting Host, Breakout Facilitators and Scribes | \*\*new\*\* Added instructions on how to Ask for Help from the Meeting Host during a breakout session. |
| Ground Rules & Introductions, Questions 1-4 | Meeting Host | \*\*new\*\*The Meeting Host will use Zoom’s “Broadcast message” function to send messages to all participants in Breakout Rooms. This will include a prompt to start activities and how much time, and when there is 1 minute remaining for an activity.  NOTE: these prompts only stay visible for 1 minute. They are a blue box at the top of the screen. |
| Question 3: Choose Priority Health Topic Areas | Meeting Host | \*\*change\*\*After the Mentimeter poll has been available for five minutes, the poll will close , the Meeting Host will then share their screen to reveal the poll results. The Meeting Host will use Zoom’s annotation feature to “circle” the top 4-6 priorities (depending on how votes shake out)  *All participants will remain in breakout rooms*. |
| Question 3: Choose Priority Health Topics | Breakout Scribe | \*\*change\*\* After poll results are shown, Breakout Scribes should write down (either in the Breakout Discussion Worksheet, on a scrap piece of paper, etc.) the top 4-6 priorities circled by the Meeting Host. Once the Meeting Host stops sharing their screen, type or copy the Priorities into the chat so that participants are able to reference them during the next activity |
| Question 3: Choose Priority Health Topics | Breakout Facilitator | \*\*removed\*\* Instructions to discuss health topics in order to provide time to type Priorities, prepare for Ideaboardz.  \*\*new\*\* email any priority votes that appear in the chat box to the Lead Facilitator. |
| Question 4 | Breakout Facilitator | \*\*change\*\*Direct participants to create Assets/Resources and Gaps/Barriers sticky notes for the session’s top 4-6 Priorities. (Not their own.). If participants ask to create sticky notes for Priority that was not in the top 4-6, that is fine, but they should prioritize providing information on the session’s top results. |
| Question 4 | Breakout Facilitator | \*\*new\* During Ideaboardz demo, breakout facilitator adds first sticky note that lists the health topics which participants are asked to comment on. |
| Countdown Timer | Meeting Host | \*\*new\*\* Added instructions for the Meeting Host to set countdown timer for 2 minutes to close breakouts |
| Post meeting debrief | Local Planning Committee, JSI, Breakout Facilitators and Scribes | \*\*new\*\*Added a 5-10 minutes debrief to ensure all materials are collected and sent according to the Post Event Checklist. Will determine necessity on a case by case basis. |