

Connect Arlington Virtual Forum

July 30, 2020

7:00 pm – 8:30 pm

Facilitator Handout and Meeting Checklist

- To announce at the beginning of the meeting:
 - Everyone is muted by default.
 - Participants will not be able to share their screen.
 - The meeting is being recorded and will be posted to the Town's website by early the following week for additional participation after the meeting and for those who could not attend.
 - Participants may raise their hand via Zoom to ask a question specifically during the two Open Q&A segments of the forum. They will be called on in the order that the hands are raised. Town staff will unmute them and call on them to speak.
 - Zoom overview:
 - Mute and unmute buttons are in the lower left corner of the Zoom screen
 - Raise hand feature: Go to the Participants list, and the raise hand feature is on the lower right, under the list of participants.
 - For people calling in by phone, *9 controls mute/unmute and *6 is to raise your hand.
 - It is preferred that people turn on their video during Q & A so it is more like a conversation, but it is not required.

Meeting Checklist

- All Town Staff made cohosts
 - Expected town staff: Dan, Kelly, Jenny, Adam C. (also perhaps Ali?)
- Breakout Sessions
 - Kelly Lynema will set up and assign participants to different breakout rooms.
<https://support.zoom.us/hc/en-us/articles/206476313-Managing-breakout-rooms>
 - Group facilitators: STPAC (Rachael Stark, Len Diggins, Heather Barber, Phil Goff); Town staff? (Dan, Jenny, Ali?)
 - Note-takers: Doug Mayo-Wells and Darcy Devney (STPAC)
 - No more than nine people per room (7 participants + 1 facilitator + 1 note taker). Divide number of participants by 4 to determine how many people should be in each room and if there are enough facilitators. Up to 20 minute discussion, 2 minute buffers to enter and leave.
 - During breakouts:

- Facilitator should share screen with presentation slides of existing conditions, survey results, and breakout questions (note slide numbers)
 1. Have participants introduce themselves
 - a. Everyone should have video on. But people should be muted unless they're talking. Mention that folks can use the hand-raise feature, especially if things are getting rowdy.
 - b. Name, Affiliation with Arlington (e.g., resident, business owner, etc.), and one sentence describing why they joined the meeting today (5-minutes)
 2. There are four possible questions to work through.
 - a. Participants can answer one or all questions.
 - b. Try to get everyone to chime in
 - c. Try to limit answers to 2-3 minutes or less.
 1. If you are running out of time, try to wrap up the conversation and note that anyone who didn't get to speak can raise an issue in the Q & A or follow up with staff afterwards.
 2. If you have a lot of extra time, try to prompt responses about what Arlington should do next.
 3. If no one is talking, even after you open the floor to general discussion, then ask folks to return to the main room and wait for the other tables to reconvene to do the final Q&A.
 4. Note takers will not need to speak, just take notes.