






## Virtual Roundtables

*In order to make the most of our roundtable discussions, we are asking participants to ensure certain things occur at each table. Your facilitator will ask two people to assist him/her in each roundtable session as shown below. Please help us have a good meeting and ensure the best information is saved for future use or follow up!*

<p><b>Facilitator</b></p> 	<ul style="list-style-type: none"> <li>• <i>Opens the conversation, has everyone introduce themselves</i></li> <li>• <i>Opens by sharing important background information on the topic</i></li> <li>• <i>Keeps the group focused on the topic</i></li> <li>• <i>Ensures that each person who wants to speak has the chance and no one dominates or is excluded</i></li> <li>• <i>Reminds group to listen to each other</i></li> <li>• <i>Waits through silences for new ideas and key issues</i></li> <li>• <i>Follows up with the Executive Director after the meeting to ensure all important ideas for follow up (as recorded by the group) are fully communicated</i></li> </ul>
<p><b>Timekeeper</b></p> 	<ul style="list-style-type: none"> <li>• <i>Keeps the group aware of time so that all issues have time to be discussed</i></li> <li>• <i>Provides occasional "time-checks" to the group to let everyone know how much time remains</i></li> <li>• <i>Makes sure there is enough time at the end to capture the most important ideas</i></li> </ul>
<p><b>Chat monitor</b></p> 	<ul style="list-style-type: none"> <li>• <i>Watches the chat box during the discussion</i></li> <li>• <i>Raises questions and shares from chat into the group conversation</i></li> <li>• <i>Responds to chat questions already answered if late-comers raise issues that have already been thoroughly discussed – guides them to a group member who already shared on that topic that they can talk to or advise them to watch the video later to catch up on what they missed</i></li> </ul>