Script Guidance for Presenters on a Virtual Platform

Summer Institutes June 1-4, 2020

1. **Webinar Session**

Designed for larger groups – up to 100 for GLAD Institute, up to 300 participants participating in DL Leadership sessions.

Interactivity: Limited to Q&A from the audience - overseen by the Moderator.

Note: participants cannot be seen (no video) and are muted. Participants can only communicate through the Question & Answer feature .

Sample Script (with suggested guidance).

- Moderator (5-7 min) –the only video face participants can see
  - Welcome participants
  - Explain the Zoom operations for participants – Q&A box
  - Introduce Presenter(s) (presenters turn on their videos to show their faces)
- Presentation (50-60 min) done live
  - Moderator will turn their video off and will monitor Q&A box during presentation, answer questions if able, and choose a few questions to ask the presenter(s) towards the end of the presentation
- Q & A (5 min) – moderator shares a few questions with presenter(s) to respond to. Note: the presenter may ask the moderator to ask a question or two towards the middle of the presentation and then again at the end of the presentation to break it up a little.
- Wrap-Up (2-3 min)
  - Moderator does housekeeping that may include:
    - 1) where to complete institute evaluation
    - 2) how to move to next virtual rooms
    - 3) Session #3 specifics
- Important: Session closes right at stated time – 10:00am, or 11:30am or 1:00pm. ==Presenters and Tech Person MUST close down session at the stated time== as there will be another presenter wanting to enter and present the next session.

2. Interactive Session

Designed for smaller groups up to 35 for GLAD® and Native Language Program Support Institutes. Interactivity Maximized so the presenter can use breakout rooms and other Zoom functions to ensure individual participants can voice their thoughts and ask questions. Presenters may choose to use other interactive tools like Padlet, Jamboard, White Board, etc.

Note: Unless the presenter chooses differently, all participants can be seen and heard and have control of their own mute button. They have a chat box for communication as well.

Sample Script (with suggested guidance)

- Presenter (10-15 min) – All have video option and participants can be seen
  - Welcome participants
  - Introductions
  - Explain Zoom operations for the session – Chat box, breakout rooms, Jamboard, etc.
- Presentation (50-60 min) done live
- Presenter must decide:
  - How many break-outs can be managed in a 50-60 min time slot? Recommendation: no more than two.
  - How much time should be allotted for use of an online tool (i.e., Jamboard, Padlet)? Recommendation: 10-15 min max.
  - What type of share-out protocol will be used? (Chat, numbered heads, etc). How much time allotted for share-out? Recommendation - 5-10 min
- Wrap-Up (2-3min)
  - Host (supporting presenter) does housekeeping that may include info on:
    - 1) where to complete institute evaluation
    - 2) how to move to next virtual rooms
    - 3) Session #3 specifics
- Important: Session closes right at stated time – 10:00am, or 11:30am or 1:00pm ==Presenters and Tech Person MUST close down session at the stated time== as there will be another presenter wanting to enter and present the next session.

Facilitation Plan - for Interactive Sessions

A folder with Facilitation Plan Template and an Example of a prepared Plan can be found at:
https://drive.google.com/drive/folders/1RmWvb4WbCCLhZzx9B-aP4gBQCeU64yke

If you have any questions about these tools, please contact *diana@dlenm.org, kathleen@dlenm.org* or *evelyn@dlenm.org.*