

MODULE SIX



In the first five modules, you brainstormed ideas and created a plan for hosting an in-person conversation. Module Six prepares you to take that conversation virtual by using technology for online engagement and specific facilitation techniques. Look back over previous planning tools to remind yourself of your program plans. The following questions will help you bridge those plans to an online environment.

Choosing a Platform and Resources

a. WHICH PLATFORM(S) will you plan to use for the conversation?

b. MAKE A LIST of things you will need to remember to do during the conversation on this platform.
(e.g. ask participants to mute themselves, let participants know that you will be recording the presentation, and any other “technical things” you need to remember to announce or explain.

C. WHAT DO YOU NEED TO LEARN BEFORE HOSTING/FACILITATING ON THIS PLATFORM?

Consider who you might be able to ask for help in testing the platform, learning about features, or any other needs you identify.



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Choosing a Platform and Resources

d. Will you use **OTHER RESOURCES** to assist your conversation?

List them below with a short description on how you will use them.

Shifting to a Virtual Conversation

Refer back to your prior Conversation Planning Tools.

a. LIST what you might need to change about the format/structure you selected in order for it to work virtually.



b. If your plan included doing activities such as the dot exercise or small group discussions:

DESCRIBE HOW YOU WILL MODIFY those plans to work virtually in the platform you selected for your conversation.



Accessibility

a. RESEARCH your chosen platform for the accessibility functionalities and resources it offers.

LIST what features or resources it has below.

• **b. CONSIDER YOUR POTENTIAL AUDIENCE:**

• Which accessibility accommodations should you incorporate? Are there any accommodations that are missing from what the platform offers?

Marketing and Recruitment *(Refer back to your prior Conversation Planning Tools)*

a. How do you need to **MODIFY YOUR MARKETING PLANS** in order to recruit a diverse group of participants for your virtual conversation?

• **b.** Will you offer a way for community members to participate **OFFLINE?**

• If yes, **LIST** ideas for doing this below.