**This checklist is for your facilitators and notetakers to ensure that they know the processes for the breakout sessions. Adjust as needed for your event. The technical instructions are based on Zoom functions. If you are using a different platform, you will need to adjust technical instructions to reflect that platform’s functions.**

# Breakout Room Facilitator Check List

1. Welcome everyone to the breakout room.
2. Encourage everyone to keep their microphone unmuted so that they can easily participate in the conversation. Also encourage people to use the chat box if they would like.
   1. *To access the chat box, click on the button at the bottom of your screen labeled “chat”. You may have to hover your mouse over the bottom of your screen for the ribbon to appear.*
3. Begin introductions: Introduce yourselves and role (e.g., facilitator)
   1. *Use this time to model quick introductions.*
   2. *Use the order of participants on your Zoom screen to ask people to introduce themselves*
4. Ask participants in the room to introduce themselves.
5. Ask group if they would like for you to share power point presentation or would rather see faces.
   1. If they wish to see you take notes, share power point slides.
      1. *You cannot take notes on the slide in “presenter mode”. You will have to leave the slide in edit mode.*
6. Logistics
   1. On Day 1 the first breakout session is ?? minutes, has ? questions, and 1 slide for ideas to share with the main room. Try to keep the question and answer to ?-? minutes. That will leave ? minutes to come up with the main ideas to share.
   2. On Day 2 the first breakout session is ?? minutes, has ? questions, and 1 slide for ideas to share with the main room. Try to keep the question and answer to ?-? minutes. That will leave ? minutes to come up with the main ideas to share.
   3. There will be time reminders sent out to everyone to help keep within the time boundaries: 10 minutes left, 5 minutes left, 2 minutes left.
      1. *The 5-minute reminder should prompt you to start talking about ideas to share in the main room*
7. Facilitators:
   1. Ask each question and allow sufficient time for answers without going too long.
   2. There are only ?? minutes to get through ? questions and determining main ideas, so average ?-? minutes/question. That should leave you ?-? minutes to discuss ideas to share.
      1. If there is difficulty getting the conversation going, reference the presentation before the breakout session. That should give you a talking point to get the ball rolling.
      2. There will be time reminders sent out to everyone to help keep within the time boundaries.
   3. Encourage participation from participants both verbally and in the chat.
   4. You share main ideas in the main room. You do not have to share screen in main room.
8. Notetakers: **(If you are not using notetakers, then have the facilitator take notes.)**
   1. You will take notes on the power point while its being shared, if desired. Just bullet point lists are fine.
      1. You cannot type on the slides if it is in “presentation mode”.
   2. Help with keeping within time boundaries to ensure that all questions are asked.
   3. After the event, email power point with notes to [event coordinator(s)].