**ACCME 2020 Online Meeting**

**Colleague Chat Run of Show**

ACCME Staff:

* Host -
* Tech 1 -
* Tech 2 -

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Time |  | Host Script  [HOST] | Tech Action  [TECH 1] | Share in Chat  [TECH 2] |
| 10:30 am CT | Launch |  | -Technical Manager (Zoom Host) launches Zoom meeting *(will not be recorded)*  -Technical Manager can take time to get any pop-out panels organized, make sure that there is a document open with any broadcast/chat messages so they can easily copy & paste rather than type out during the session |  |
| 10:35 am CT |  |  | -Technical Manager admits ACCME Staff (Host & Tech 2) from waiting room – can test sound & cameras, do a short huddle before letting in participants  -Technical Manager appoints back-up as “Co-host” & ensures that they have all of the material to that needs to be projected available as back-up  - ACCME staff should rename themselves so that their first & last name is displayed with their role in parenthesis after. For example, **Marcia Martin [ACCME Host]** or **Austen Aquino [ACCME Tech]**  -Other participants will be in “waiting room” |  |
| 10:42 am CT |  |  | -Technical Manager can begin sharing the "Welcome to the Colleague Chat” slide before admitting the participants |  |
| 10:43 am CT |  | Hi everyone! Welcome to our Colleague Chat Session at the ACCME 2020 Online meeting. We’ll get started in 2 minutes. In the meantime, we’re sending some tech notes in the chat to help you get oriented. To open your Chat feed, just click on the speech bubble icon in your Zoom control ribbon.  While we wait for people to join, play around with the Zoom control panels. To change your view, click on ‘Gallery View’ in the top right corner.  You can rename yourself by hovering over your image. You’ll see three little buttons that show up, click ‘Rename.’ You might want to add where you’re from – either location or organization – next to your name, for example I have “ACCME Host” in parenthesis after my name. You could add your city, state, or organization.  Finally, we are watching chat but with so many participants it is hard to see the private chats so we can’t always respond to each message. | -Technical Manager to “Admit All” participants from waiting room  -Participants will be muted upon entry, participant cameras will be able to be enabled/disabled  -Technical Manager to continue to “Admit” any late joining participants from waiting room | *When HOST says “we’re sending some tech notes...” copy and paste: (including formatting/asterisks)*  Hi everyone! Welcome to the **Colleague Chat** Session. We will get started in just a few minutes.  \*\*\*\*\*((TECH NOTES))\*\*\*\*\*  1) Gallery View --- Click on ‘Gallery View’ in the top right corner to switch between views.  2) Rename yourself --- Hover over your image, click the three little buttons that show up, click ‘Rename.’ Feel free to add your location or organization to your name.  3) We are watching chat but it is hard to see the all of the private message so we can’t always respond.  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* |
| 10:45 | Welcome | Welcome everyone! Thank you for joining us for one of our Colleague Chat Sessions at the ACCME 2020 Online Meeting. I am [**HOST NAME**]. My colleagues [**TECH 1 NAME**] and [**TECH 2 NAME**] are joining me in leading this session. Like most of you, we are leading this call from our remote locations, so we ask for your generosity as we navigate any logistical or technological issues that might arise. While I give some technical information, go ahead and name one thing you are taking from the meeting in the chat.  We have sent you some notes about the technology in the chat to help you get oriented. We would like to invite you to change your name following the instructions in the chat. You might add your location or organization. Since we all have varying levels of proficiency with Zoom, go ahead and add two asterisks at the beginning of your name if you consider yourself a Zoom expert. As I mentioned earlier, we are keeping an eye on the chat, but it is difficult to see every message. If you are having technology challenges, look for another participant with the asterisks before their name. Those are our Zoom experts, you can send them a private message for assistance. Just as some ground rules, we ask that you do not solicit using the private chat and that you keep all private conversations professional. | -Technical Manager to stop sharing "Welcome to the Colleague Chat” slide and go to just cameras  -Spotlight the HOST  -Technical Manager to continue to “Admit” any late joining participants from waiting room | *When HOST says “name one thing..” copy and paste: (including formatting/asterisks)*  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*  In chat, name one thing that you are taking away from the meeting so far…  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*  *When HOST says “we have sent you some tech notes...” copy and paste (including formatting/asterisks):*  \*\*\*\*\*((TECH NOTES))\*\*\*\*\*  1) Gallery View --- Click on ‘Gallery View’ in the top right corner to switch between views.  2) Rename yourself --- Hover over your image, click the three little buttons that show up, click ‘Rename.’ Feel free to add your location or organization to your name. Also, use \*\* before your name if you’re a Zoom expert – for example... \*\*Jane Jones (Columbus)  3) We are watching chat but it is hard to see the all of the private message so we can’t always respond.  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* |
| 10:50 |  | I love seeing what you are all taking away from our first virtual meeting! [COMMENT ON ONE OR TWO]. If you haven’t done so, take a peek in the chat at what your colleagues are getting from our time together. |  |  |
| 10:54 |  | We’re going to take a few minutes to provide you with the logistical details of this Colleague Chat session before we send you into Zoom breakout groups to start your discussions. We’re also putting instructions for the groups in the chat. You’ll be able to access them once you’re in your breakout rooms by opening the chat. | -The Technical Manager starts to build the breakout rooms. There should be approximately 6-8 per breakout room and you should set the timer for **40 minutes**  -Ensure that ACCME staff are not been assigned to a Breakout Room |  |
| 10:55 | Breakout Instructions | For our Colleague Chat Session, most of our time together will be spent in small groups discussing the key takeaways that you and your colleagues have gotten from the other sessions that you’ve attended so far during the ACCME 2020 Online Meeting. For those of you that have participated in one of our in-person annual meetings, this is similar to our “Homeroom” sessions. To facilitate that discussion, we’ll be using some prompts and a format called a “Conversation Café"  Conversation Café is a way of structuring group discussion to ensure everyone gets a chance to participate. There will be four rounds. In round 1, each participant is invited one by one to briefly share the **most useful thing you've learned in a session at this meeting so far.** We’ve found that withremote groups, it helps to “pass the virtual baton” and name someone to go after you once you are finished. For example, after my comments, I could say, “OK, I’d like to hear from Steve next.” This round will last about 8 minutes, which is about 1 minute per person, so keep your comments brief.  In round 2, everyone is invited to respond to your group-mates, after hearing their most useful insights, by using the phrase, “Your comment makes me think of...” For example, maybe you’re seeing some common themes or strategies that emerge in the conversation or are making connection to another session you attended. This will last about another 8 minutes.  In the third round, think about and share something you could start doing next week, based on strategies that you’ve heard. This will last about 16 minutes.  And then in the final round, have an open discussion among your peers to identify who you might collaborate with to help support your next steps. This will last about 8 minutes.  We’ll share a link in the chat to more information about the Conversation Café.  In just a moment, [**TECH**] will send you into breakouts. You will see a popup that invites you to join a specific breakout group. Please click on the Join Group button. You will be in your groups of 6-8 for about 40 minutes. We’ll send the instructions for your group conversations in the chat box, so you can view them inside your breakout rooms. We will also be sending you pop-up reminders when you should be moving on to the next prompt.  Please pick one person in your group to share a key insight or takeaway via chat when we come back to the large group.  To facilitate discussion, please turn your video on inside of the breakout rooms. If you are not the person speaking, please mute your mic. And remember, when you are done speaking, pass the “turn” to someone else by name. That person can then unmute to share or pass. You will see a timer in the top-right of your screen to help you manage your time. At the end of the time, you will receive another pop-up that prompts you to return to the main room. You’ll have 30 seconds | -Technical Manager to project slides/visuals to support verbal instructions | *When HOST says “using some prompts...” copy and paste (including formatting/asterisks):*  \*\*\*\*\*\*\*((INSTRUCTIONS))\*\*\*\*\*\*\*  In the first round of conversation, take turns sharing the “**Most useful thing I've learned in a session is...”** one by one. When it’s your turn, highlight an important insight that you took away from one of the sessions you attended and then name someone to go next. Any member of the group is free to say "pass" if they don't have something to say. Keep comments brief to allow each group member to contribute (8 minutes).  In the second round, everyone is invited to respond with, “Your comment makes me think of...” based on what was shared in the first round (8 minutes).  In the third round, share something you could start doing next week, based on strategies that you’ve heard. (16 minutes).  In the final round, have an open discussion, finishing this thought in relation to possible next steps - “**I'd like to collaborate with...”** (8 minutes).  Conversation Café - <http://www.liberatingstructures.com/17-conversation-cafe/>  *When HOST says “to facilitate discussion..” copy and paste (including formatting/asterisks):*  \*\*\*\*\*\*\*((TIPS))\*\*\*\*\*\*\*  1) Share your video.  2) Mute your mic when you’re not talking.  3) Pass the “turn” on to someone else by name when you’re finished.  4) It’s OK to pass if you don’t have anything to share.  5) Designate a spokesperson to record and share a key insight or takeaway from the group discussion.  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* |
| 11:00 | Send into Breakouts | OK! **[TECH Name]**, are the breakout rooms ready to go?  **[TECH says]** I’m just finishing up dividing up the breakout groups, so give me one more moment. OK! All set.  **[HOST]** Great – thank you! Sometimes there are technical issues going into the breakout rooms, so we ask for your generosity if those issues arise. If you find yourself alone in the breakout, wait about a minute to see if anyone joins you. If you’re still alone, you can click “Leave Breakout Room” to come back to the main room and we’ll try it again.  OK, we’re all ready to send you into your breakouts now. Enjoy your discussion. Remember the instructions are in the chat and if you’re alone for at least a minute, come back to the main room and we’ll try it again. | -Technical Manager to “Open All Breakout Rooms” |  |
| 11:01 | Breakout – Discussion Begins | Discussion groups round 1 | -Technical Managers to send discussion prompt via Chat & Broadcast | \*\*\*\*\*\*\*\*\*\*ROUND 1\*\*\*\*\*\*\*\*\*\* Please spend the first 8 minutes introducing yourself and sharing the “**Most useful thing I've learned in a session is...”**  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* |
| 11:09 | Discussion Prompt 2 |  | -Technical Managers to send discussion prompt via Chat & Broadcast | \*\*\*\*\*\*\*\*\*\*ROUND 2\*\*\*\*\*\*\*\*\*\*  Respond to what was share in Round 1 with, **“Your comment makes me think of...”** for the next 8 minutes  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* |
| 11:17 | Discussion Prompt 3 |  | -Technical Managers to send discussion prompt via Chat & Broadcast | \*\*\*\*\*\*\*\*\*\*ROUND 3\*\*\*\*\*\*\*\*\*\*  Share something you could start doing next week, based on strategies that you’ve heard in your discussion. (16 minutes).  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* |
| 11:33 | Discussion Prompt 4 |  | -Technical Managers to send discussion prompt via Chat & Broadcast | \*\*\*\*\*\*\*\*\*\*ROUND 4\*\*\*\*\*\*\*\*\*\*  For the last 8 minutes, have an open discussion, finishing this thought in relation to possible next steps - “**I'd like to collaborate with....”**  Remember to designate one person to share one of your group’s key insights or takeaways from this conversation via chat when we return.  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* |
| 11:42 | Call back from breakouts |  | -Technical Managers to send discussion prompt via Chat & Broadcast  -Close Breakouts and give participants 30 seconds to return.  -Breakouts will end automatically and all participants will be sent back to the main meeting room | \*\*\*\*\*\*\*\*\*\*TIME’S UP!\*\*\*\*\*\*\*\*\*\*  We are closing the breakout sessions and you will have 30 seconds to return to the main room.  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* |
| 11:43 | Returning from Breakouts | Welcome back! As people filter back into the main room, we invite your group nominee to share in the chat one key takeaway from your discussion group or a “next steps” that you all discussed wanting to implement after this meeting. Spend a moment reading what others have learned and are planning to implement in the CE programs. | -Note all participants will be on mute automatically upon returning | \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*  Welcome back! We hope you enjoyed your breakouts. In the chat, your designated reporter can share a key takeaway, insight, or next step from the group discussion.  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* |
| 11:44 | Wrap-up | Your insights are wonderful! Thank you so much for sharing those with us and with your colleagues.  We want to thank you all for joining us today for this Colleague Chat session. We hope these conversations helped you to process the information and strategies that you gleaned from the sessions you attended yesterday and earlier today as well as learn something new from the sessions your peers attended. We also hope that you are leaving this meeting with some concrete “next steps” for continuing to evolve and improve your educational initiatives.  Stretch and grab a snack and join us in 15 minutes at 12 noon Central Time for our wrap-up plenary session, “Looking Forward: How Far We've Come, What We've Learned, and What's Next?” Have a great rest of your day! |  |  |
| 11:45 | End meeting |  | -Technical manager ends meeting for all participants |  |