Online Workshop Planning Survey

To ensure that we are planning, building, and facilitating the workshops in a manner that allows folks to fully engage and connect, we like to ask everyone on the team to complete a brief survey. Below is an introduction and set of questions you might consider asking.

Questions for Planning Online Meetings

We are excited to come together with the team to work on this topic! While we had been looking forward to meeting in person, we are thrilled that we can move forward virtually.

We want to make sure that we are planning and facilitating this time together in a way that allows each person to fully engage. We would like to know what will work best for you! Thanks so much for taking a few minutes to review our plans and share your meeting preferences and access needs!

Here is a brief description of how we will facilitate the 1.5 – 2 hour workshops with the team.

- **Participation:** All board members and staff will participate in the workshops. We may invite past board members or leaders, partners, or key stakeholders for meetings, as appropriate.
- **Location:** Zoom video conferencing, so we can use breakout rooms, screenshare, chat, and other functions.
- **Tools:** We anticipate using online tools like Google Drive. We will ask everyone to open a shared spreadsheet for capturing the work we do in breakout groups.
- **Preparation:** We will share all directions and meeting information in advance of each meeting. We will also share the discussion questions so you have time to reflect and brainstorm beforehand.
- **Meeting norms:** We will offer some meeting norms for the group at the start of each workshop to support an open and productive discussion.

- **Activities:** Most of the workshop time will be spent in small and large group discussions. Breaks will be built into the schedule every 30-45 minutes.

1. What questions or concerns do you have about participating in online workshops like this, if any? (If you do not have any questions, please type "None")

2. How much have you participated in online meetings?
   - o   I participate or lead online meetings weekly
   - o   I regularly lead online meetings
   - o   I have participated a fair amount
   - o   I have been a part of a few online meetings
   - o   I am new to online meetings

   a. [If they have any practice] How familiar are you with these online meeting functions?

	Not at all familiar	I have seen it	I have tried it a few times	I am very familiar with it
Chatting				
Raising your hand				
Muting and unmuting your audio				
Starting and stopping your video				
Sharing your screen				

3. We will be working together through discussion and document development. We have found that this work is the easiest to do using a computer, but we know that we

all use different technology for our work! Can you use a computer for these workshops?

- o Yes
- o No

    a. [If no] What kind of device will you be using for these workshops?
- o Tablet
- o Smartphone
- o Something else (Please share): _____

4. Are there any accessibility accommodations that may make online working meetings more manageable for you?

5. Are there any other meeting tips or tricks that are particularly helpful for you staying engaged throughout a meeting?

6. Is there anything else you would like to share in preparation for these workshops?

Thank you so so much – we look forward to meeting you!