

## Virtual Session Design Canvas Considerations



The Big Picture	Participants	Logistics	Prep	Post-Session
<p>What are your goals? What are you trying to accomplish?</p> <p>Is this part of a broader aim or a program, project or effort? What is that? Is it a milestone? If so, how will it move this forward? What do you want to learn?</p> <p>How will this session build and strengthen connections in your community or network?</p> <p>How will you evaluate the effectiveness of the session?</p>	<p>Who are your participants?</p> <p>What do you need to learn about your participants ahead of the session?</p> <p>What do you want to learn from your participants during the session? How can they help you move your work forward?</p> <p>Do the participants know each other? How well? Have they collaborated or worked together previously? How is that relationship?</p> <p>What are the essential topics they will need to have covered in the session?</p>	<p>How much time do you have to run the session?</p> <p>What virtual tools will you need to run the session?</p> <p>What instruction will you need to provide?</p> <p>What are responsible data, privacy and security considerations needed for this meeting? How will you communicate those to the participants in advance?</p> <p>What will need translating and how will you do it?</p> <p>Do you need a back-channel for your team to communicate with each other during the session?</p> <p>What resources will you need? How much budget?</p>	<p>What roles will you need to run the session? How many people? Doing what?</p> <p>How will you document and take notes during the session?</p> <p>What guidelines will you need to provide in order to ensure inclusivity and trust during the session?</p> <p>What will you need to test ahead of time?</p> <p>What instruction will need to be provided? How will we make sure what we are asking of participants is clear and understandable?</p> <p>When do you need to send different materials to participants (invitation, agenda, reading prep, instructions, logistics, reminders, etc.)?</p>	<p>How and when will you follow up with participants?</p> <p>How will participants continue to interact with each other after the session?</p> <p>How might participants/community/network make use of the outputs of the session?</p> <p>What will happen with the collaborative doc?</p> <p>How will you get feedback on the session from participants?</p>

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### Session Plan

Time	What	Description
:00	<b>Introduction</b>	How will people know who is present? How can participants participate? What will happen in the session?
:	<b>Activity</b>	<p>What <b>activity</b> can you start with to get participants grounded in their own contexts and challenges?</p> <p>How will you break them into small groups for the activity?</p> <p>What should be captured in the small groups? How will you do that? (Google Doc, post-it notes, etc)</p>
:	<b>Discussion</b>	Which questions could you ask when you bring them back into large group <b>discussion</b> to help them reflect on the activity?
:	<b>Input</b>	<p>What expertise can be provided for the participants on the topic for <b>Input</b>?</p> <ul style="list-style-type: none"> <li>• Are there key voices/writings/content/stories that could be shared?</li> <li>• How can you reflect on the knowledge surfaced in the previous discussion?</li> </ul>
:	<b>Deepening</b>	What is a small group activity where participants can <b>deepen</b> their knowledge with the expertise they have just received?
:	<b>Synthesis</b>	<ul style="list-style-type: none"> <li>• How can they <b>synthesize</b> the session in a large group discussion? <ul style="list-style-type: none"> <li>○ Is there a list of best practices you might ask them to generate?</li> <li>○ How can they apply this workshop to their current and future projects?</li> </ul> </li> <li>• How much time will you have for follow-up questions and clarification on next steps? <ul style="list-style-type: none"> <li>○ What are next steps/follow up activities with the participants?</li> </ul> </li> </ul>