

HOST SITE AND GROUPS DISCUSSION GUIDELINES
Introduction to Collective Impact Webinar- June 23rd, 2016 (11:30am-1:30pm PST)

WEBINAR AGENDA

TIME	ACTIVITY
Pre-webinar reading	**We recommend that you and your partners read the following before the webinar commences: <i>Collective Impact</i> , by John Kania and Mark Kramer. Click here to access the article.
11:30 am -12:00pm	(OPTIONAL but encouraged) Collaborative groups gather at in-person host sites for self-facilitated pre-webinar discussion <ul style="list-style-type: none">• Use this time to complete Innoweave's Collective Impact self-assessment and discuss as a group prior to the webinar (click here to access the self-assessment).• Please read below for discussion and host site guidelines
11:55	Login to webinar platform
12:00 – 1:30 pm:	Introduction to Collective Impact Webinar

1. EQUIPMENT /TECHNICAL SET-UP:

1. We recommend that host sites **connect their computer to a projector and large screen** so that all participants at your site can view the webinar presentations simultaneously.
2. In order to participate in the webinar on the Adobe Connect platform, you will need to have a **reliable internet connection** and Adobe Flash Player Version 8 or later.
3. Out of respect for other participants' time, we encourage participants to test their system before the start of the webinar to ensure the technology is working correctly. You can do this by going to: http://arcps.adobeconnect.com/common/help/en/support/meeting_test.htm.
4. If you experience issues with setting up your computer for the webinar, please visit the Adobe Connect Learn & Support Center: <http://helpx.adobe.com/adobe-connect.html>
5. In the event that you are unable to connect directly to the webinar, you may still participate via teleconference and download the presentations directly to your computer. The presentations will be posted on the PlanH website (<http://planh.ca/events/introduction-collective-impact-webinar-0>) before the start of the session.

AUDIO SET-UP

Audio for this session is provided through your computer audio. In order to ensure that all participants at your site can hear, we recommend using external speakers to have greater volume control.

If your computer audio is not working you can call in using the teleconference line provided below.

If you are hosting a group and wish to contribute verbally to the webinar discussion you will need a working speakerphone for participants at your site to hear and speak through.

If computer audio is not working, please call:

TELECONFERENCE LINE: [1-877-860-3058](tel:1-877-860-3058)

PARTICIPANT CODE: 749286#

If using the teleconference line, to avoid background noise, it is very important that you **keep your speakerphone muted during the webinar session by pressing *6** (If someone in your group would like to speak during the discussion period, unmute by pressing *6 again). We also ask to **mute your computer speakers** under the speaker symbol on the top menu bar once you are logged on to the webinar platform to avoid the echo effect.

Please do NOT use the “hold” button on your phone as some phone systems play background music while on hold.

WEBINAR LOG-IN

You will receive another email with the webinar link and technical information to set up for the webinar on June 22nd (the day prior to the webinar).

When logging on to the webinar platform please select “Enter as a Guest” and **fill in the name of your community plus the number of participants at your site**. The webinar meeting launches in your browser and the meeting room interface appears.

2. GROUP DISCUSSION

1. GETTING STARTED

Prior to starting the webinar, please take the time to do a round of introductions including name, affiliation, and what each person is hoping to learn from the webinar session.

We recommend that you provide a quick orientation to how the session will work, including the role of the group scribe, and the opportunity for participants to provide questions and comments via speakerphone.

Please circulate the *Sign-in Sheet* and send to celeste@bchealthycommunities.ca following the webinar session, so we can track who participated and share the resources with them.

2. ASSIGN A GROUP SCRIBE:

During the webinar, participants may be prompted to answer questions and add comments using the chat box and polls. **Please assign one person at your host site to be your group's "scribe"** to type in questions and comments.

3. COMPLETE THE COLLECTIVE IMPACT ONLINE SELF-ASSESSMENT AS A GROUP

Please use the first 30 minutes (11:30am-12:00pm) to work collaboratively with your partners to complete Innoweave's online Collective Impact Self-Assessment, which is an important part of the process that will stimulate further discussion during the webinar. This is an online assessment (internet connection required) and will provide you with immediate feedback upon completion. You can access the self-assessment here: <http://www.innoweave.ca/en/tools/51c86c50-78c4-405b-8396-3351adec2bf2>

As a group discuss the results of your self-assessment and what you might like to learn more about through the webinar session.

4. DURING THE WEBINAR

During the session, the webinar moderator will facilitate group discussions and identify opportunities for participants to provide questions and comments. Please note that due to the large number of participants, speakers may not be able to respond to each question but will do their best to respond to general themes identified by participants.

5. AFTER THE WEBINAR

If there is time, we recommend taking a few minutes following the webinar to debrief the session with your group. Follow-up questions will be posted on the webinar platform for those who wish to continue the discussion. Some questions you can explore in your debrief include:

- ***What did you learn today that was new or surprising? What are you still "chewing on"?***
- ***Is the Collective Impact approach appropriate for your issue and group? Why/why not?***
- ***What next steps will your group take? (If submitting an Expression of Interest for further workshops and coaching support, please make a work plan of who will do what by when?)***

Please encourage participants to fill out our online webinar evaluation (a link will be provided to all participants after the session).