



Assumptions

Mural: Assumptions for Facilitators

- Facilitators and Technical Assistant will each have a Mural account.
- Primary facilitator will create mural boards in their Workspace.
- Primary facilitator will invite other facilitators and technical assistant to join their Room before the Retreat begins
- Primary facilitator will make Assistant Facilitator and Technical Assistant a Mural facilitator on each Board.
- Primary facilitator will give Mentors instructions on how to lead the activities

Teams: Assumptions for Facilitators

- Primary facilitator will create Retreat Invitations in Teams.
- Facilitators and Technical Assistant will each be working with two displays.
- Meeting Invitation will be made in the General Channel for the D4 Annual Retreat Team.
- Channels for Breakout Sessions will be made in advance.

Training Invitations

- Training will take place in the General channel of the Training Team
- Training Invites will explain the difference between this Team and other teams to which they may already be members.
- Invitations will include these requirements. All attendees must
 - Have a microphone or telephone to communicate verbally.
 - Have a webcam.
 - Use a Desktop or Laptop Computer (No phones or pads)
 - Close all other programs including Outlook.
 - Join using the Desktop application for Teams (not the online version).
- It is strongly recommended that attendees have a mouse and not a trackpad for participation in activities

To Do List

At Least One Week Before the Retreat

- Create a Channel for Each Breakout Group in Teams
- Add all Invitees to the Team
- Create Primary Meetings in the General Channel for all three Sessions.
- Send Invitations to everyone for the Primary Meeting(s) they are to attend.

The Day before the Retreat

- Finalize all Activities for which you need to use Breakouts.
- Create a Mural for each Activity.
- Use Frameworks to divide the Mural into Areas, one for the Primary Session, and one each per Breakout Group.
- Create a Named Outline for each Activity Mural.
- Close the Outline and Exit the Activity Mural.

No later than the Day of the Retreat, before it Begins

- Create Anonymous Links to each Activity Mural
- Create Tabs at the top of each Breakout Channel for each Activity Mural
- Join the Meeting in the Main Channel
- Start the Meeting in each Breakout Channel
- Share the Opening Slide (if desired)

Day of the Retreat, Once Attendees have Joined

- Stop Sharing Opening Slide
- Ask Everyone to Share their Webcam
- Ask Each Person to click on the Teams icon in the sidebar
- Ask Each Person to find the Training Team
- Ask Each Person to be certain they can see all Breakout Channels
- Start the Primary Session in Teams (either discussion/webcam or presentation via PowerPoint)