



HOW MUCH TIME DO YOU HAVE?

30 minutes? 60 minutes?
We have options that fit your schedule.

STANDARD OR ONLINE MEETING?

You have two options for conducting your session of Meeting In a Box. You can conduct our standard version, or if you would like to use technological devices that are connected to the internet, you can conduct our online version.

MEETING PROCESS SUMMARY

1. Invite.

Identify a specific organization (e.g., a community or church group) or unaffiliated group of people that you would like to attend your meeting. For the purposes of encouraging group interaction, 8 - 12 people usually is best; however, if you are comfortable, you can invite more people. Make sure your meeting space will comfortably accommodate all of your invitees.

2. Remind.

Call or email the people you invited 1 - 2 days before the meeting date.

3. Set up.

Select a location where participants can interact with each other. Sort copies of meeting materials into sets for participants and have packets available for distribution when they arrive. If you have chosen to use the online version, make sure that all electronic devices are working and are set to the initial online screen before you begin your exercises. Make sign-in sheets available near the entrance or at each participant table. (Please remind participants to sign the sheet. Accurate attendance numbers help the PlanET team understand the effectiveness of our outreach efforts.)

4. Facilitate.

Help participants work through the meeting exercises, keeping track of the time available.

If you are running an online meeting, circulate to make sure the electronic devices are working for everyone and to answer any questions participants may have about moving through the online screens.

If you are running the standard paper version, briefly discuss regional planning and introduce the five growth concepts to participants. (You can find more information about how to explain these concepts at www.planeasttn.org) Address any questions participants may have and note any that should be sent to the PlanET team for further explanation.

If you are leading a 60-minute meeting, also facilitate Exercise B, a group discussion about the growth concepts and choices participants made in Exercise A. Make sure that the discussion stays on topic and that everyone has the chance to express his/her opinion, and that a designated note taker is taking notes about the dialogue taking place.

5. Return.

If applicable, collect all participant response materials. Package materials together and return to PlanET. Please recycle any unused materials.



MEETING OPTIONS & MATERIALS CHECKLIST

OPTIONS

The online version allows a 'high tech' option for a Meeting in a Box session.

Depending on the location of your meeting and the size of your group, you may be able to use some great interactive technology that enables you to view the exercises online and enter your responses electronically. If you have Internet access at your meeting site, you may decide to use iPads to collect participant data/responses. Please note that PlanET can provide up to 30 iPads for use at your Meeting in a Box.

The standard version exercises match those found in the online input tool.

You may also choose our standard version in which participants write answers on the worksheets included in this packet.

MATERIALS CHECKLIST

Online Option

- Name tags
- Sign-in sheet
- Pens, pencils
- Copies for each participant of:
 - regional growth concept maps
- If facilitating Exercise B* – designate a note taker(s)
- iPads (provided through PlanET or your group's own electronic devices)

Please make sure there is a working device (tablet/laptop) available for every participant in your group.

- Reliable internet connection for every technological device
- If conducting without PlanET facilitation or PlanET-provided electronic devices;* your group will need a code for logging online to record individual responses as your particular group. Contact Sherith Colverson at (865) 661-3216 (or sherith.colverson@planeasttn.org) to obtain this code.

Standard Option

- Name tags
- Sign-in sheet
- Pens, pencils
- Paper copies for each participant of:
 - regional growth concept maps
 - participant worksheet
 - feedback questionnaire
- If facilitating Exercise B* – designate note taker(s)



FACILITATING YOUR MEETING IN A BOX

MEETING AGENDA

- **Introduction** (5 minutes)
- **Exercise A** (35 minutes)
 - How Will We Grow?*
 - Prioritize Top 5 Issues
 - Rate the 5 Regional Growth Concepts
- **Exercise B** (25 minutes)
 - Group Discussion*
- **Wrap-Up** (5 minutes)

WELCOME & INTRODUCTIONS (5 minutes)

Take a few minutes for quick introductions. If you have time, ask people to tell something about themselves other than their name (e.g., their neighborhood, any affiliations, their interest in PlanET, and so on) so that everyone gets a better sense of who is participating and why. Do not, however, spend too much time on this activity. Quickly review the meeting goals and the meeting agenda. Answer any questions about procedure before beginning the main activities. Most importantly, have fun!

EXERCISE A: How Will We Grow? (35 minutes)

This exercise asks participants to prioritize major issues that should be considered as the region grows over the next three decades. It also introduces five regional growth concepts. One shows where current development trends might lead, as well as four additional concepts for how our region might grow. Participants should use their chosen priority issues to determine which growth concept they would prefer.

ONLINE MEETING: Participants will use electronic devices to provide input. For the priority exercise, participants will be prompted to order moveable 'priorities buttons' according to importance. Different screens will introduce the 'Business As Usual' (current trend) and four alternative regional growth concepts, with explanations about each concept's key elements. Your role as meeting facilitator will involve explaining the concept of regional growth planning, discussing the basic framework of each concept, answering questions, and ensuring that the meeting is staying on schedule. You can find more information about these concepts in the participant packet and on the PlanET website (www.planeasttn.org).

STANDARD MEETING: Participants will have a paper worksheet that asks them to rank five priorities and rate each regional growth concept. As facilitator, you will be responsible for guiding them through the prioritization and evaluation of the different growth concepts.

Part 1. Ask participants to look at the 'Priority' boxes on the worksheet and mark their top five priorities that should be considered as the region grows.

Part 2. Give a brief overview of regional growth concept planning. Refer to the map that illustrates what could happen to the region by 2040 if current growth trends continue. Then turn to a quick presentation of the four alternative growth concepts. Be sure to emphasize that these maps show only what *might* happen in the future.

Take about 2 to 3 minutes to answer any questions from participants. Then ask them to look at the worksheet table. This table contains a list of priorities that show how much a particular regional growth concept varies from the current trend for a particular priority. Participants should consider priorities individually and identify which growth concepts best address the priorities they identified in the first part of the exercise.

For 60-minute meetings only

EXERCISE B: Group Discussion (25 minutes)

You will lead a discussion about the choices participants made in Exercise A.

First, let everyone know that your group only has 25 minutes for this discussion. Go around the room and ask participants the following questions:

- **Which priority issues did you select and why?**
- **Which regional growth concept did you prefer and why?**
- **Is there anything you would add to these priority issues or growth concepts?**

It is suggested that you use a note taker to ensure all responses and discussion dialogue is recorded. Write down the responses in a way that the group members can read each other's responses.

Encourage discussion about each regional growth concept so that they are all addressed (e.g. if no one chooses a particular concept, ask the group why not).

Try to ensure that all participants have the opportunity to speak during the discussion. If someone isn't able to share that would like to – please let the facilitator know after the end of the meeting.

WRAP-UP (5 minutes)

Ask if anyone has any other questions. Tell participants that results of the exercises completed in today's meeting will be posted to the PlanET website in late spring. Encourage participants to fill out the individual feedback form. Invite everyone to participate in future meetings and to provide additional feedback through the website. Thank everyone for participating.

COLLECT & RETURN MATERIALS

If you ran an online meeting (using PlanET-provided technology), collect all of the iPads that were used. Report any damage or malfunctions that may have occurred as soon as possible.

If you have conducted a standard meeting, collect and sort all individual worksheets and feedback forms for packaging and return. Meeting materials should be returned within seven (7) days. If you are unable to return the materials, contact PlanET to arrange for someone to pick up your Meeting in a Box materials at your convenience.

Your package should include the following:

- meeting sign-in sheet or list of attendees
- participant worksheets (with meeting identification code*)
- participant feedback forms
- host feedback form

***Create a meeting identification code.** Enter this code in the upper-right corner box on all participant worksheets. Your code will be three letters (the initials of your name) followed by a dash and four numbers (the month and day of your event, for example 0314 for March 14).

PARTICIPANT WORKSHEET

Regional Outreach • Series 3

JFK - 0314

Please return all PlanET Meeting in a Box materials to:

Sherith Colverson, PlanET Outreach Coordinator
City of Knoxville
400 Main Street, Suite 500
Knoxville, Tennessee 37902
office: (865) 215-4396 cell: (865) 661-3216
sherith.colverson@planeasttn.org

Host Feedback Form

What did you think about Meeting in a Box? We need your feedback to help us improve this outreach method.

	Poor				Excellent
1. How useful is the Meeting in a Box concept for broadening the range of public input?	1	2	3	4	5
2. Please rate the following aspects of your meeting:					
• Overall	1	2	3	4	5
• Participant engagement	1	2	3	4	5
• Quality of group discussion	1	2	3	4	5
• Group satisfaction with outcomes	1	2	3	4	5
3. Were the Meeting in a Box materials easy to understand and use?	1	2	3	4	5
4. Did you host a Meeting in a Box session during an earlier phase of PlanET?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Would you host a Meeting in a Box event again? If 'No,' why not?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Would you recommend Meeting in a Box to others?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. How should we improve Meeting in a Box?					
8. Do you plan to attend future PlanET events?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Any additional comments?					

PLEASE INCLUDE THIS FEEDBACK FORM IN THE RETURN PACKAGE.