

## 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. Address any questions participants may have and note any that should be sent to the PlanET team for further explanation.

Briefly discuss the difference between a goal and an objective.

**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.

### 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
- 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](mailto:sherith.colverson@planeasttn.org)) to obtain this code.*

#### Standard Option

- Name tags
- Sign-in sheet
- Pens, pencils
- Paper copies for each participant of:
  - participant worksheet
  - feedback questionnaire

## FACILITATING YOUR MEETING IN A BOX

### **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 activity. Most importantly, have fun!

### **GOALS & OBJECTIVES: A Framework for Action** (20 minutes)

This exercise asks participants to choose their top five goals that need to be accomplished in order for our region to become more competitive, healthy and prosperous. Participants will then choose three objectives for each of their goals

**Step 1.** Rank Goals

**Step 2.** Choose Objectives

Your role as meeting facilitator will be to answer questions, and ensure that the meeting is on schedule.

Online meeting participants will use electronic devices to provide input. Standard meeting participants will have a paper worksheet.

### **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 summer. 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 0614 for June 14).

**PARTICIPANT WORKSHEET**

**Regional Outreach • Series 3**

**JFK - 0614**

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

PLEASE INCLUDE THIS FEEDBACK FORM IN THE RETURN PACKAGE.

