***INSTRUCTIONS -* SESSION BLUEPRINT TEMPLATE FOR PLANNING MEETINGS (11x17 paper)**

**Preamble:** A session blueprint is a tool to help you plan your meeting. By taking some time up front to think about the purpose (***why*** you’re meeting), the process (***how*** the meeting will run and how people will contribute) and the outputs (***what*** will be achieved), you can make the most of your meeting time. The blueprint is intended to be a guide, not a rigid “to-do” list. Despite your most detailed planning, you might find that other things emerge. But with a plan in mind, you can more easily flex to the needs of the group and quickly identify (in real time!) where you need to adapt.

**Agenda: (Event Details: Session Name, Date and Time)**

**Objectives:** (3-5 statements about what participants will gain from attending, and what the group will have as a result of coming together)

*Ask yourself – what will be different as a result of this meeting? What outcomes (changes in perspectives, trust, outputs (artifacts co-developed or produced by the group) would we expect to see as a result of this meeting?*

| **Timings** | **Section** | **Purpose/Goals** | **Main content** | **Lead(s)** | **Facilitator Notes/Process** | **Participant Notes/Process** | **Materials/Key Logistics** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *A meeting agenda is like a pie chart – you have a total amount of time, and you need to decide what portion each section will get.*  *Try to be as realistic as possible. A big decision with lots of different opinions will likely need more than a 5-minute discussion. Don’t derail yourself with overly optimistic estimates!*  ***Ask yourself, how feasible are these time frames for the goals?*** | *The sections of your agenda are your meeting “building blocks”. Each section should help move the group forward towards achieving the overall meeting goals.*  ***Ask yourself, how is this section moving the meeting forward?*** | *Just as you have overall meeting objectives, each section should have a purpose. These section goals should feed up to the overall objectives.*  *For example, if one of the overall meeting goals is to make a decision, one of your section goals might be to have everyone understand the decision-making process.*  ***Ask yourself, what is the purpose of this section in relation to the overall goals?*** | *Use this column to capture high-level bullet points. The Facilitator Notes/Process column will have the details but jotting down key points here gives you a quick at-a-glance visual of the plan.*  ***Ask yourself, what’s most important with this section?*** | *Make note of who is leading this section, as well as any other roles that might be important.*  ***Ask yourself, who is involved in facilitating this section?*** | *The details! Document the plan for how you will guide participants through the section. Include things such as:*   * *Materials/content being shared.* * *Questions for discussion.* * *Decision making processes.* * *Documentation required.* * *Facilitation methods.* * *Transitions and handovers.*   ***Ask yourself, how can we best achieve the goals for this section?*** | *Think about your plan from the perspective of the participants. Visualizing the meeting from this point of view helps you identify any gaps or challenges with your facilitation plan.*  *For example, if you are planning on sharing materials on a webinar, what will happen if people join by phone only?*  ***Ask yourself, what is happening for participants in each of the sections?*** | *The final column is for documenting the resources you need for the meeting. This could be handouts, software, platform support or other things.*  *For example, you might designate someone to monitor the chat and include a prompt to ask for updates from the side discussions.*  ***Ask yourself, what support needs to be in place to make this work?*** |

***EXAMPLE* - SESSION BLUEPRINT TEMPLATE FOR PLANNING MEETINGS**

**Agenda: Virtual Data Infrastructure Planning, September 10, 2019, 12:15 pm – 3:15 pm**

**Objectives:** (3-5 statements about what participants will gain from attending, and what the group will have as a result of coming together)

* + To validate the problems identified in 2015
  + To provide opportunity for discussion for stakeholders
  + To identify next steps of the project

| **Timings** | **Section** | **Purpose/Goals** | **Main content** | **Lead(s)** | **Facilitator Notes/Process** | **Participant Notes/Process** | **Materials/Key Logistics** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Example:***  **12:15 pm—12:30 pm**  (15 minutes) | **Welcome & Introductions** | * Onboard participants to platforms being used (Webex and Mural) * Get participants talking | * Welcome to meeting * Introductions | **Chelsea** | Welcome to group: (15 mins)   * Onboarding items for Webex (how to mute/unmute, use the chat) * Overview of agenda/process for day   Introductions activity: (15 minutes)   * Introduce activity as a way of bringing the group together, and also onboarding to Mural and Webex (mute/unmute) * Facilitate introductions activity | Introductions Activity:   * Round table introduction * Allow 15 mins for activity   Instructions:   * Name * Organizational/Role Perspective you’re bringing today * One word that describes how you’re coming in to today feeling | **SLIDES/WEBEX:**   * Welcome slide * Onboarding to functions   **ROOM SETUP:**   * Saskatoon: Phillae Room, Galleria, U-shaped set up with polycom in centre * Regina: U-shaped set up with polycom in centre |
| **12:30-12:40 pm**  (10 minutes) | **Context Setting** | * Treaty Acknowledgement * Provide relevant context to group * Discuss desired outputs and agenda of the meeting | * Overview of agenda and objectives of day * Provide context | **John**  **Chelsea** | John:  On Webex:   * Treaty acknowledgment * Walk through presentation   Chelsea:  Transition over to Mural for group interaction component  Provide link in chat |  | **MURAL:**  Roadmap for the session |

**Logistical considerations:** Each participant (in person or virtual) to have a laptop with them

**Materials required:** Extension cords for laptops

***FILLABLE* - SESSION BLUEPRINT TEMPLATE FOR** A screenshot of a cell phone

Description automatically generated**PLANNING MEETINGS**

**Agenda: (Event Details: Session Name, Date and Time)**

**Objectives:** (3-5 statements about what participants will gain from attending, and what the group will have as a result of coming together)

*Ask yourself – what will be different as a result of this meeting? What outcomes (changes in perspectives, trust, or outputs (artifacts co-developed or produced by the group) would we expect to see as a result of this meeting?*



| **Timings** | **Section** | **Purpose/Goals** | **Main content** | **Lead(s)** | **Facilitator Notes/Process** | **Participant Notes/Process** | **Materials/Key Logistics** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***How feasible are these time frames for the goals?*** | ***How is this section moving the meeting forward?*** | ***What is the purpose of this section in relation to the overall goals?*** | ***What’s most important with this section?*** | ***Who is involved in facilitating this section?*** | ***How can we best achieve the goals for this section?*** | ***What is happening for participants in each of the sections?*** | ***What support needs to be in place to make this work?*** |
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**Logistical considerations:**

**Materials required:**