



Run sheet for AES FESTEVAL CLUB SESSIONS

Scheduled Day	Who
Monday (HOST Start 5:15 pm)	Lewe (TECH HOST) ALL
Tuesday (HOST Start 5:45 pm)	Greg (TECH HOST) Marie, Donna
Wednesday (Start 5:45 pm)	Donna (TECH HOST) ALL except Lewe
Thursday (Start 5:45 pm)	Marie (TECH HOST) ALL
Friday (Start 5:45 pm)	Charlie (TECH HOST) ALL except Marie

CUT & PASTE For the chat (by TECH HOST every 15 mins)

- 6.00 – 6.20 Welcome and agenda building
- 6.20-6.45 Session 1 (runs 25 mins)
- 6.45 – dance break and reconvene for session 2
- 6.55 - 7.20 Session 2 (runs 25 mins)
- 7.20 – dance break and reconvene for session 3
- 7.30 – 7:55 Session 3 (runs 25 mins)
- 7:55 Shared reflections and virtual hugging and close

Time	Who	Item	Tech support
TECH HOST – music on entry			
6.00pm	TECH HOST	Acknowledgement of country and welcome Get people to change their zoom names to their names	AES account holder – admit people into the zoom session (Main session Room); hand over host role to TECH HOST

TECH HOST - make people co-hosts so they will be able to move between breakout rooms.

- 6.03 **TECH HOST**
- Introduce how the session will work
- Who is familiar with open space? (Use the thumbs up symbol you can find in your reaction buttons if you are)
 - Harrison Owen developed it to "find a way towards meetings that have the energy of a good coffee break combined with the substance of a carefully prepared agenda"
 - We're going to try a mini version of this today to give us the space to talk about anything we want to.

There are four principles

1. Whoever comes is the right people
2. Whatever happens is the only thing that could have
3. Whenever it starts is the right time
4. When it's over, it's over

The one law: the law of two feet: If, during our time together, you find yourself in any situation where you are neither contributing nor learning, use your two feet and go to some more productive place

- 6.05-6.15
- All suggestions are welcome put them in the chat
 - Nominate something you are passionate about. You don't have to be an expert on it. You could have a question about it.
 - The only thing is if you nominate a topic, you will convene the discussion group on that topic
 - Normally groups from round 1 would be able to continue on if they really want to but this won't give everyone a chance to cover their topic, so we'll make sure we have three distinct rounds and come back between them.

TEAM –

- Monitor ideas for session in chat

TECH HOST –

- Set up 3 rooms: **Foyer & Pool Bar & Chill out** and then add & name breakout rooms by topic

Our Back-pocket topics (from today's program)

- Day session X
- Day session X
- Day session X
- Day session X

- 6.15-6.20
- Splitting into groups (slide)** of how the process works
- When we split you into groups you'll find yourself in the foyer. Use the breakout group icon at the
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- **TECH HOST** - Move people to foyer

bottom of your zoom window to navigate to the right room

Moving between rooms slide

- See the break out room icon, click on it and navigate into the right room.
- Participants can move between groups as you desire like you would in open space, ease into the conversation as you can. The groups won't be expected to re-hash what they have covered before you showed up.
- Don't hit leave breakout room or you will end up back in the main session room. **TECH HOST** will be here if you do that and want to chat with him in the role of open space butterfly.
- If you cannot see a breakout button at the bottom of your screen, re-join the session and **TECH HOST** will help you into a room or you can chat in the main room

6.20 - All
6.45

Go to Breakout rooms from Foyer – and allow people to navigate to the breakout room of their choice for Round one discussions

- **TECH HOST** – broadcast 5-minute warning message to groups; then bring groups back to **Main Session Room**

6.45-6.55 All

Dance break and repeat agenda setting process All suggestions are welcome put them in the chat for session 2

TEAM – Monitor ideas for session in chat

- TECH HOST** –
- Set up **3 rooms: Foyer & Pool Bar & Chill out** and then add & name breakout rooms by topic

6.55-7.20 All

Change groups
Round two discussions

- **TECH HOST** – broadcast 5-minute warning message to groups; then bring groups back to **Main Session Room**

7.20-7.30 All

Dance break and repeat agenda setting process All suggestions are welcome put them in the chat for session 3

TEAM – Monitor ideas for session in chat

			<p>TECH HOST –</p> <ul style="list-style-type: none"> ▪ Set up 3 rooms: Foyer & Pool Bar & Chill out and then add & name breakout rooms by topic
7.30-7.55	All	<p>Change groups Round three discussions</p>	<ul style="list-style-type: none"> ▪ TECH HOST – broadcast 5-minute warning message to groups; then bring groups back to Main Session Room
7:55-8:00	All	<p>Reconvene in Main Session Room – ask people to share very brief reflections on the process & announce “SEE YOU ALL TOMORROW NIGHT!!!”</p>	
		<p>More music & dancing on exit</p>	
