

Metro DC ATD VIRTUAL HAPPY HOUR
 Thursday, August 27, 5:30 pm – 6:30 pm ET
 Zoom Link: <https://zoom.us/j/95877713279>
 Ideal Length: 60 Minutes



ORDER	TOPIC	TIME	SCRIPT/AUDIO CONTENT	ACTION ON SCREEN OR VISUAL CONTENT	FORMAT & TOOLS	ROLE
1	Set-Up	5:00pm-5:20pm	SAY (Script): <i>Test any audio elements within happy hour with hosts</i>	SHOW (Visual Content) <i>-Test slide loop and/or go through slides with hosts</i>	Zoom Meeting PPT Slide Deck	Producer/Moderator
2	Welcome Message	5:20pm–5:30 pm	SAY (Script): <ul style="list-style-type: none"> - Play welcome slide loop and music. - Or could we have Mashaal play music prior to people joining on? 	SHOW (Visual Content) <i>-Mashaal playing music and/or slide loop</i>	Zoom Meeting PPT Slides 1-3	Producer/Moderator
3	Welcome Message	5:30pm– 5:31pm	SAY (Script): <p>Welcome! Thank you for joining in Metro DC ATD’s Virtual Happy Hour tonight!!</p> <p>My name is [INSERT NAME], and I am the [INSERT VOLUNTEER TITLE] with Metro DC ATD.</p> <p><i>I am going to provide a quick review of the structure of this happy hour! The purpose of this happy hour is to provide an opportunity for you to connect in a fun informal way with the Metro DC ATD community! The hour will be broken up into three parts (1) introductions to get to know each other, (2) an open forum discussion called top of mind and (2) a fun game!</i></p>	SHOW (Visual Content): <i>Show about the event slide</i>	Zoom Meeting PPT Slide 4	Producer/Moderator

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4	Participant Expectations	5:32pm- 5:33pm	<p>SAY (Script): For this event, we just have (3) expectations for you!</p> <ol style="list-style-type: none"> 1. Respect each other's opinions – this is safe space to share freely! 2. Show Your Face! We want to see you on camera 3. Finally – have fun! 	<p>SHOW (Visual Content):</p> <ul style="list-style-type: none"> - Participant Expectations Slide 	Zoom Meeting PPT Slide 5	Producer/Moderator
5	Technology	5:33pm- 5:34pm	<p>SAY (Script): Zoom will be the primary technology tool used for this happy hour.</p> <p>The main features will be most using are Unmute, Start Video and Chat features for communicating with each other.</p>	<p>SHOW (Visual Content):</p> <ul style="list-style-type: none"> - Show zoom navigation/screen shots of the main areas where participants will be using 	Zoom Meeting PPT Slide 6	Producer/Moderator
6	Technical Help	5:34pm- 5:35pm	<p>SAY (Script): Metro DC ATD is here to support you throughout your experience! All you need to do is ask for help and we will help you troubleshoot.</p> <p>If you experience any technical difficulties during the happy hour, please use the chat function and type in your message to send to us.</p>	<p>SHOW (Visual Content):</p> <ul style="list-style-type: none"> - Show slide with screen shot on Zoom where to ask question in chat feature and steps 	Zoom Meeting PPT Slide 7	Producer/Moderator
7	Participant Introductions	5:35pm- 5:45pm	<p>SAY (Script): In the interest of preserving time for presentations, please <u>briefly state</u> the following when called upon by me:</p> <p>Your...</p> <ul style="list-style-type: none"> - Full Name - Where you are located? - What you do? - What you're drinking or your favorite summer drink? 	<p>SHOW (Visual Content):</p> <ul style="list-style-type: none"> -Show slide when explaining directions -Then transition to showing participants speaking 	Zoom Meeting PPT Slide 8	Producer/Moderator

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8	Introduce Top of Mind	5:45pm-5:46pm	<p>SAY (Script): <i>Now let's talk about why you are here and uncover what's top of mind?</i></p> <p><i>I'm going to open up to the virtual audience, please either raise your hand or type in chat box what is top of mind for you or if you would like to share a best practice on training delivery and facilitation you've found helpful that you had used recently.</i></p>	<p>SHOW (Visual Content): -Show Top of Mind Slide</p>	Zoom Meeting PPT Slide 9 Chat/Raise Hand	-Host -(Support)Producer/ Moderator
9	Top of Mind	5:46pm-6:01pm	<p>SAY (Script): <i>[If no one speaks]</i></p> <p><i>Host to ask probing questions about is anyone experiencing any challenges being in COVID with virtual training delivery or facilitation?</i></p> <p><i>Probing questions...with:</i></p> <ul style="list-style-type: none"> -Creating effective learning environments? -Facilitating the training in virtual environment? -Selecting and aligning the appropriated delivery options and media for the virtual training? -Does anyone develop learning assets they found valuable to compliment the virtual trainings (i.e. self-assessments, training manuals, job aids, and visual aids)? -Communicating with your learners to keep them engaged? -Planning meaningful virtual trainings to lead to best behavioral outcomes? 	<p>SHOW (Visual Content): - Show audience, no slide</p>	Zoom Meeting Chat/Raise Hand	-Host -(Support)Producer/ Moderator

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10	Introduce Game Activity	6:01pm-6:03pm	<p>SAY (Script): Now that we've got out of the way what is pressing on all of our minds, lets move on to a fun trivia game!! Training Delivery and Facilitation Trivia</p> <p>What is it? A trivia game of questions about training delivery and facilitation</p> <p>How do you play? -Raise your hand (if you are visible on camera) or -Type in chat you know the answer to be called on by me to answer the question</p> <p>Whoever gets the most questions correct will win!!</p> <p>What do you win? Free registration for our chapter's virtual conference held this fall!!</p>	<p>SHOW (Visual Content):</p> <ul style="list-style-type: none"> - Show game title slide with game noise - Then show slide with game instructions 	Zoom Meeting PPT Slides 10-11	-Host -(Support)Producer/ Moderator
11	Game	6:03pm-6:23pm	<p>SAY (Script):</p> <ul style="list-style-type: none"> -Read question on each slide and possible answers -Then call on person who raised or pressed raised hand button first to answer the question -Ask the audience before proceeding to the next question if anyone had an experience relating to the topic addressed in question -Keep doing until all questions are responded too 	<p>SHOW (Visual Content):</p> <ul style="list-style-type: none"> - Show game questions - Then take slide down to show audience to see who is answering questions - Then show correct answer (and so on 	Zoom Meeting PPT Slides 12-21	-Host -(Support)Producer/ Moderator

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12	Closing Announcements	6:23pm-6:25pm	SAY (Script): We would LOVE your feedback! In order to continue to make workshop enhancements, we utilize all of the feedback from participants like yourself who attend it! Please complete the evaluation at [INSERT INSTRUCTIONS]	SHOW (Visual Content): Show your feedback is requested slide	Zoom Meeting PPT Slide 22	Producer/Moderator
13	Closing Announcements	6:25pm-6:30pm	SAY (Script): Thank you for attending and please SAVE the date for our next happy hour on Thursday, September 24 from 5:30 pm - 6:30 pm where we will be discussing lifelong learning and playing Lifelong Learning Bingo . Register today at dcatd.org	SHOW (Visual Content): - Show save the date slide	Zoom Meeting PPT Slide 23	Producer/Moderator
14	Debrief	6:30pm-6:40pm	Review with volunteer event support team any lessons learned/recommended changes for next event.	Not Applicable	N/A	-Host -Producer/ Moderator