One Summit: Membership, Public Image & The Rotary Foundation Working Together

Rotary Zones 25B & 29

2022-23: Imagination to Action
Document 5
Supplies, Equipment, and Tips for *In-Person Meetings*

Promotion of Session

- ☐ Have a promotional plan about the session(s) and implement the plan.
- ☐ Involve District Leaders, AGs, and Club Leaders to promote the session(s).
- ☐ Use email communications, website media, and social media to promote session(s).
- ☐ See Doc 3 for samples of promotional information for your use. Customize to your district the promotional materials provided.

Breakout Facilitators

- ☐ Use experienced or well-trained facilitators to lead the table discussions. ***It is essential to have a training session for all facilitators***. The training session can be done online, but an in-person one would be better. You may want to offer two identical training sessions to accommodate the schedules of facilitators.

Facilities, Meeting Space, and Breakout Groups

- ☐ Tables, preferably round, seating up to 6 to 8 persons.
- ☐ Be intentional about forming groups for table discussions.
    - o Have a good mix of club members.
    - o Limit the number of persons from one club to no more than 2 per table.
- ☐ Meeting room wall space where easel pad sheets can be displayed.
- ☐ Adequate and convenient parking, with easy accessibility.
- ☐ Signage to locate the meeting space.

Equipment and Supplies

- ☐ Provide nametags for everyone – preprinted or do-it-yourself, including name and club.
- ☐ Computer with connection port; projector and screen or TV for videos and slide projection.
- ☐ Two microphones, one in the front of the room and one handheld for roaming for participant input.
- ☐ Excellent quality sound system for presenters and videos.
- ☐ Markers, 2-3 contrasting colors per table, and preferably self-sticking easel pad for each table. (If the easel pad that will be used is not self-sticking, be sure to have good quality masking tape.)
- ☐ Check sound – check sound – check sound! Test any videos or PowerPoints on the computer for compatibility and operation procedure.
- ☐ A bell, horn, chime, or a whistle used to call the attendees to order. Assign someone the task of being the timekeeper in breakout sessions using the stopwatch feature on a phone.

Printed Materials

☐ For the Action Toolkit, print out the materials for distribution (Docs 9, 12a-12d) and preferably put in a folder for each attendee.

Other Notes and Tips

☐ Using the PowerPoint in the materials is highly recommended. On the *One Summit* **(fka ORS)** page of www.zones25b-29.org, open Doc 11, enable editing, "Save As" with a file name of your choosing, and then complete it with district information, such as district number and other information you want to include.

☐ Slide 2 is for use if holding a virtual *One Summit*; if meeting in person, skip over this slide or reference only appropriate guidelines (Be fully present; Speak and listen with kindness). If you remove this slide, it will renumber other slides and the PowerPoint Notes (Doc 11a) will not match up with the PowerPoint slide deck (Doc 11).

☐ Be sure to safeguard and use the full time allotted for the *Moving to Action for Impact* segment. This segment is essential for an effective session.

☐ Devise a way that works for you to collect the ideas generated throughout the session. Then share those ideas back across your district after your *One Summit*(s). One simple and effective way is to take pictures of both the easel pads containing the ideas recorded during the *Sharing Ideas* and *Moving to Action for Impact* segments.

☐ Have an event photographer or videographer, and record testimonials. Use pictures and audio recordings or videos with audio in promotion of other future events.

☐ Have a timekeeper for the entire *One Summit* and stick to the schedule you set for the event. Stay on time! Stay on topic!

☐ For the *Sharing Ideas* segment, each item has a time stated in the Breakout Facilitator Guide, Doc 8. Here are three possible ways to keep track of time:
  o Have each Breakout Facilitator appoint a timekeeper.
  o Have someone who is not in a Breakout Group (the Organizer or another person assisting with administration at *One Summit*) use a tablet or smart phone with a time countdown application and walk around the room showing the time remaining for each item to the Breakout Facilitators, especially during the last few minutes for each item.
  o Project time remaining for each question on a screen.
    ☐ Have a plan on how to control people who want to make announcements. Such announcements can take valuable time away from the reasons to be at *One Summit*, so it is very important to be sure that those who desire to make announcements understand and adhere to the time limit for any such announcements.

Be excited about having people attending and wanting to learn!