This fact sheet provides guidance on how to facilitate an online network meeting that features a facilitated presentation.

How the meeting will work

A facilitated presentation provides the opportunity for a guest speaker or a small panel of speakers to present a topic to the network. The meeting is held “online” with presenters and members logging into an “online” meeting room. The facilitator will control what appears on each person’s computer screen.

The speaker(s) delivers their presentation by speaking into their phone. An accompanying slide presentation will also be seen by everyone who has logged in to the meeting. Speakers require a computer with a webcam so that members can see them while they present.

Network members participate in the meeting by typing comments and questions into a chat box. The meeting’s facilitator will be responsible for collating the comments and questions and posing them to the speaker at the agreed time.

The following is how the online meeting room will appear on each person’s computer.

The following provides some guidance to help prepare for an online network meeting

Before the meeting

> Plan the meeting. This includes setting the date, arranging the speaker(s), as well as things like working out the length of time each person will present for.
> **Invite members to attend the meeting.** This involves working with MHPN to send the meeting invite. It is important to include information to help members prepare and confirm they have the necessary computer software to participate in the meeting.

> **Facilitator and presenter technical briefing.** To ensure the best chance of meeting success, it is important that the facilitator and presenters are confident with the technology that supports online meetings.

MHPN will conduct technical briefings as required with facilitators and presenters until they are comfortable with using the technology. However, there is an expectation that network coordinators will over time develop the necessary skills to brief presenters independently.

The briefing helps the presenters become comfortable with this mode of presentation and ensures their computer has the necessary hardware and software. More details on what is included in the technical briefing follow.

As much as is reasonably possible, the technical briefing should be conducted with the equipment (hardware and software) that will be used during the meeting.

The briefing provides the opportunity to ask questions. It generally takes about 15 minutes and covers the following:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Platform overview</td>
<td>Walk through the look of the screen (ie chat box facility, webcams), as well as how and when to turn on the webcam.</td>
</tr>
<tr>
<td>Visuals</td>
<td>Check:</td>
</tr>
<tr>
<td></td>
<td>&gt; webcam is working</td>
</tr>
<tr>
<td></td>
<td>&gt; presenter is in the centre of the screen</td>
</tr>
<tr>
<td></td>
<td>&gt; presenter is adequately lit</td>
</tr>
<tr>
<td>Slides</td>
<td>Practise changing slides. It is recommended each presenter changes their own slides.</td>
</tr>
<tr>
<td>Chat box</td>
<td>Provide tips about how to monitor chat box activity and collate relevant questions and comments to be posed to the speaker(s).</td>
</tr>
<tr>
<td>Software considerations</td>
<td>Confirm all speakers have Adobe Flash installed.</td>
</tr>
<tr>
<td>Sound quality</td>
<td>Check:</td>
</tr>
<tr>
<td></td>
<td>&gt; quality of telephone connection</td>
</tr>
<tr>
<td></td>
<td>&gt; pitch of voice (clarity and volume)</td>
</tr>
<tr>
<td></td>
<td>&gt; there is minimal background noise.</td>
</tr>
</tbody>
</table>

Reminder: even when the presenter isn’t on camera they can still be heard, so it’s important to mute the telephone when not speaking.
**Tips for facilitating the meeting**

The role of facilitating the meeting can be undertaken by the network’s coordinator or any other person who has the skill to take on this responsibility.

**During the meeting**

**Welcome**

- Start with a welcome and introduce yourself and explain your role as facilitator of the discussion.
- Review the meeting’s ground rules and outline how questions should be submitted via the chat box. Options for submitting questions may include: waiting until the end or submitting throughout the presentation.

**Facilitating the discussion**

- Introduce the presenter by providing brief bio of their experience. Ask a simple question so they have opportunity to speak briefly, for example:
  - Something about where they live, “It’s been pretty wet in your part of the world. How are you all bearing up?”
  - Something about their work experience, “I see you’ve been a practising psychologist for x years, tell us what initially drew you to the field?”
- Introduce topic(s)
  - This evening we are going to talk about [description of topic(s)]. This is an important topic because [reason it’s important].

**Explain the format**

- Provide an outline of how long each presenter will speak for and explain how questions and comments should be posed to the presenter(s), for example by typing into the chat box throughout the presentation.

**Handover to each presenter**

Clearly identify that the presenter is about to begin their presentation and facilitate the changeover of speakers if there is more than one.

Keep an eye on the time and tactfully draw the presenter’s attention if they’re going significantly over.

**Monitoring the chat box**

Identify key themes for questions, points of note and pose these to the presenter during the allotted question time.

**Conclusion**

- Thank everyone for attending and advise if any support materials will be available/emaileddo attendees.
- Announce next meeting date (if known).

**Administration responsibilities**

The network’s coordinator or another member of the group will be responsible for:

- Noting the names of members who attend the meeting. MHPN will send an Attendance Sheet that lists everyone who has indicated they plan to attend the meeting. As each person logs into the meeting (you’ll know they’ve logged on because their name will appear on the screen), their name simply needs to be ticked on the attendance sheet.
- Return the completed Attendance Sheet to MHPN.

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**It’s important to know…**

For Certificates of Attendance to be issued, a completed Attendance Sheet must be returned to MHPN after the meeting.

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**Want more information? Contact MHPN**