



Working Group Session Scribe Packet

Thank you for the generous donation of your time and talent. This Forum would not be possible without the dedication and passion you bring to the table.

OVERVIEW

Working Group Session Scribes are a key aspect to the Working Group Sessions and the Summit as a whole. Scribes will capture the great discussions that will take place at the tables during the Sessions. Essentially you will be taking notes on an iPad during the discussions.

AGENDA

Thursday, January 14, 2016

11:00am	Arrive and Check-In at the HOPE Volunteer Room, Room M101 at the Marriot Marquis.
11:30-12:00	Scribe/Themer Training & Placement, Room TBD*
12:30	Report to the Volunteer Room
1:00 – 3:00	Working Group Session
3:00 – 3:10	Wrap up

Friday, January 15, 2016

11:00am	Arrive and Check-In at the HOPE Volunteer Room, Room M101 at the Marriot Marquis.
11:30-12:00	Scribe/Themer Training & Placement, Room TBD*
12:30	Report to the Volunteer Room, Room M101
1:00 – 3:00	Working Group Session
3:00 – 3:10	Wrap up

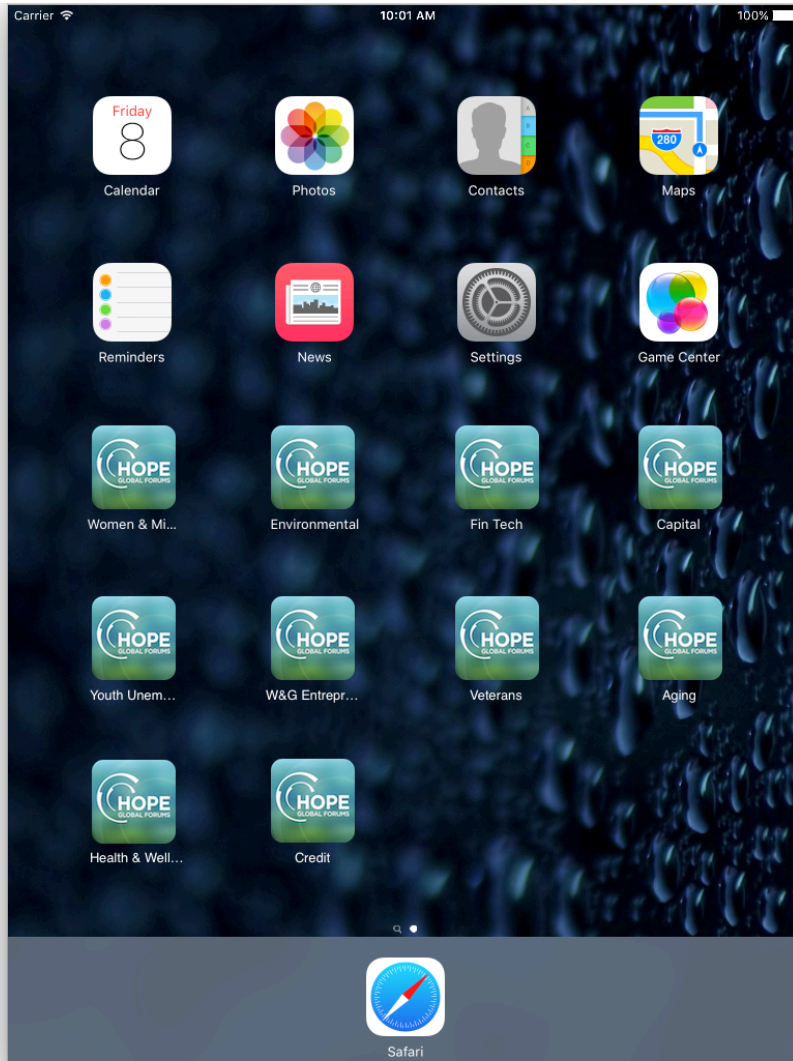
TABLES

When you arrive, you will pick up your reserve seating table tents for yourself and packet for your table. Once at the table you will find the iPad and make sure it is open to the correct page. A HOPE staff member can help if needed. Introduce yourself to the Working Group Session Leader (table leader) sitting at your table and find a seat next to them.

*You will be informed of the training room when you check-in at the Volunteer Room at 11:00am.

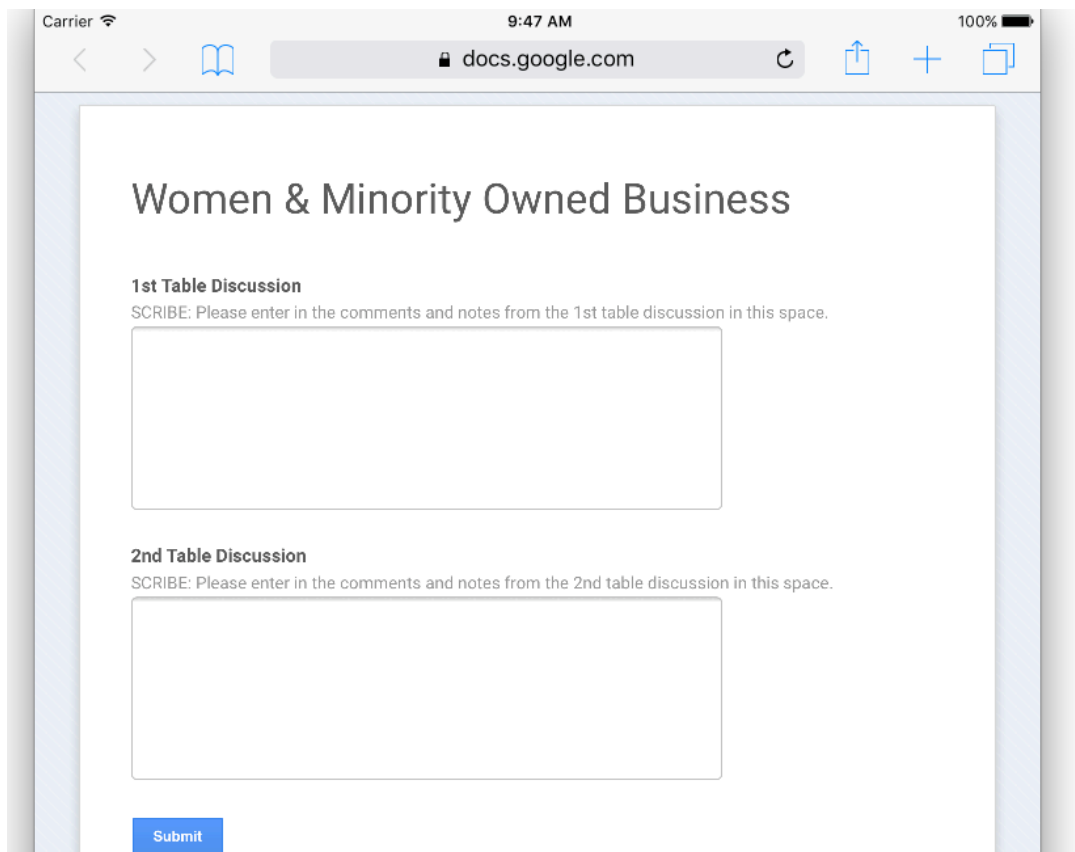
OPENING THE DATA ENTRY FORM

On the main home page of the iPad, there will be 10 HOPE Global Forum working group icons. Please select the icon corresponding to the name of your working group session to open the comments and notes form.



FIRST TABLE DISCUSSION

The Working Group Session will begin with the panelists on stage having a 20-minute dialogue. After the panelists conclude, the lead facilitator will instruct the group when the First Table Discussion should start. You will find a text box in your working group’s form to enter data regarding the first discussion. Press “Submit” after each complete note, and then select **Submit Another Response** to return to the form. This information will be fed live to the back of the room. Don’t worry about spelling or complete sentences. Simply capture enough of the idea for the individuals in the back of the room to decipher. The first table discussion will last approximately 30 minutes and then the facilitator will bring discussion back to the stage and the panelists.



The screenshot shows a mobile browser interface displaying a Google Docs form. The browser's address bar shows 'docs.google.com'. The form title is 'Women & Minority Owned Business'. It contains two sections for table discussions:

- 1st Table Discussion**
SCRIBE: Please enter in the comments and notes from the 1st table discussion in this space.
[Empty text box]
- 2nd Table Discussion**
SCRIBE: Please enter in the comments and notes from the 2nd table discussion in this space.
[Empty text box]

A blue 'Submit' button is located at the bottom left of the form.

SECOND TABLE DISCUSSION

The Working Group Session will then transition back to participation from the entire room. And again, the lead facilitator will provide instructions for when to begin the second table discussion. You will find a text box in your working group’s form to enter data regarding the second discussion.” Press “Submit” after each note, and then select **Submit Another Response** to return to the form. This information will be fed live to the back of the room. Don’t worry about spelling or complete sentences. Simply capture enough of the idea for the individuals in the back of the room to decipher.



OTHER

Once again, thank you for volunteering at the Forum. Please do not worry about perfect notes. As mentioned before you simply need to provide enough information for the team at the back of the room to understand. Feel empowered to work with the table leader to slow the conversation down. Feel free to restate certain notes if you feel you need clarification. Your table leader will help with this.

Additional notes

The scribes will enter the comments of the table discussion. They should enter one idea, then hit SUBMIT. The idea will be sent to the Theme Team. They can then enter the next idea/comment, hit SUBMIT. And so forth. Every time the scribe sends a comment, the Theme Team can read the ideas and begin to track the conversations and build themes from across the room. Scribes should be coached to capture the essence and richness of the discussion - we are not looking for "word for word" dictation, but rather like flip charting, getting the main ideas. AND if there is a great direct quote, they should enter it. The scribes should not worry too much about spelling, the Theme Team is smart and can read beyond spelling errors!