

PROCESS AGENDA

National Listening Session

Rural Innovation and Entrepreneurship

Pework for participants: In advance of each session, send the following items in a packet to participants:

- Zoom link for the session
- Link to the data dashboard: <https://bit.ly/RuralRecoveryDashboard>
- Brief explanation of how to use Jamboard: <https://www.youtube.com/watch?v=jlfjG9ahvws>
- [depending on topic or region] a small blurb, chart or bullet list highlighting priority results for that respective topic or region (RRDC team to develop)
- Institutional Review Board* language – Available [HERE](#).

** IRB is a University's research ethics arm for processes that involve humans. All activities that involve engaging human participants where information is collected and knowledge is gained are reviewed by one or more IRBs.*

Unofficial Start: Use this question as a starting point to have up as people enter the room and are getting settled.
[Add question to basic slide deck.]

- **Connection before Content:** Place into chat, make Advance Polling element, or have as a Jamboard item – “What one or two words come to mind when you think about rural resilience?”

Time	Activity	Lead Facilitator & Logistics Notes
3 minutes	<p>Welcome</p> <p>Overarching Question: <i>What kinds of investments are critical to building Rural America?</i></p> <p>Purpose & Context: This is the time for us to hear your voices on ways to improve your communities.</p> <p>Meeting Agreements (a suggested slide will be in the base PPT). Feel free to adapt.</p> <p>Review IRB language (provided on the base slides)</p>	<p>Presenter: Entsminger</p> <p>Welcome and Close</p> <p>Jamboard available at: [hyperlink here]</p> <p>Or access [hyperlink here]</p>

FINAL

15 minutes	<p>Brief overview – Explain how the listening sessions came about, the supporting survey results (assets, challenges, and opportunities), then focus on this listening session’s topic or region. Share key findings related to the national topic OR provide shorter overviews of each of the top 3-4 (depending on how many topics you are covering) priorities from the regional perspectives.</p> <p>Invite participants to add comments to chat if something is missing.</p>	<p>Entsminger</p> <p>[See Welcome and Close Jamboard hyperlink here or PPT hyperlink here]</p>
2 minutes	<p>Breakout/Small group setup – Brainstorming action ideas</p> <p>RRDC Staff/Lead facilitator sets the stage by sharing:</p> <ul style="list-style-type: none"> ● Guiding question: <i>what investments, actions, and resources are needed to fill the gaps between assets and opportunities?</i> ● Investments to be explored: <ul style="list-style-type: none"> ○ Research questions that need answers ○ Extension/outreach/tech support that is needed ○ Other kinds of resources ● Brainstorming session – capture ideas quickly – all ideas are good <p>PARTICIPANTS MOVE TO BREAKOUT ROOMS.</p>	<p>Set-up for breakouts:</p> <p>Explanation - Entsminger</p> <p>Technical - Devlin/Boonie</p>

<p>30 minutes</p>	<p>Small group process – Part 1: Brainstorm Ideas</p> <p>Facilitators orient participants to their Jamboard.</p> <p>Introductions of participants <u>are optional</u>, and are done on a case by case basis as room size allows. Participants do not have to introduce themselves.</p> <p>FIRST, provide a minute of quiet reflection, asking participants to think across the categories of</p> <ul style="list-style-type: none"> • Research questions that need answers • Extension/outreach/tech support that is needed • Other kinds of resources that are needed <p>THEN, brainstorm responses for each category, spending 10 minutes on each, and “flipping” to the next. Jamboard slides/frames ask that participants brainstorm: <i>Investments, Actions, or Resources in</i></p> <ol style="list-style-type: none"> 1. Research questions and activities (Slide/Frame 2 Sample) 2. Extension, outreach, and technical support (Slide/Frame 3 Sample) 3. Other kinds of resources (Slide/Frame 4 Sample) <p>Participants can use the “sticky notes” function in Jamboard to populate each slide. Invite them to move their own sticky notes to a position on the board that makes the most sense to them, in terms of time horizon or focal lens.</p> <p>Prompts for further exploration within each category:</p> <ul style="list-style-type: none"> • Do any of these ideas overlap or could they be combined? <p>[You may want to move items into groups or draw lines using the pen to show connections as the group brainstorms on a category]</p> <p>Previewing what comes next, things to keep in mind as we brainstorm:</p> <ul style="list-style-type: none"> • What else is needed to promote sustainability and climate resiliency on this topic? • Who is left out and what could ensure more equitable inclusion? 	<p>Small Group Facilitators</p> <p>Jamboard Links for Breakout Rooms:</p> <ol style="list-style-type: none"> 1. Schmitt - [hyperlink here] 2. Bowen - [hyperlink here] 3. Eley - [hyperlink here] 4. French - [hyperlink here] 5. Peabody - [hyperlink here] 6. Parker - [hyperlink here] 7. Daniels - [hyperlink here] 8. Christensen - [hyperlink here]
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<p>20 minutes</p>	<p>Small group process – Part 2: Prioritizing the Actions</p> <p>NOTE: There will <u>not</u> be a break between Part 1 and Part 2. Facilitators need to manage time between these two sections.</p> <p>Guiding question: <i>Of all the ideas we have discussed, which 2-3 are most important and critical?</i></p> <p>Use the final Jamboard to discuss and identify the most important resource needs or themes that arose during the brainstorming phase.</p> <p>Facilitator or Recorder: place the themes/resource needs in sticky notes on Slide 5 of the Jamboard.</p> <p>Agree on 2-3 as top priorities. You might do this using tick-marks made by participants .</p> <p>Some questions to consider for this step:</p> <ul style="list-style-type: none"> • Are some more pressing than others? • Which ideas really address the issues we’ve been discussing? • Which ideas might have a long-term impact? • Which ideas seem most practical or doable? <p>[Adjust as time/space allows following prioritization] Identify critical needs in relation to this topic and the priorities on the following:</p> <ul style="list-style-type: none"> • What else is needed to promote sustainability and climate resiliency on this topic? • Who is missing or left out? What could ensure greater inclusion and equity? <p>Participants may fill in data on this and prior Jamboards on their own.</p> <p>Each facilitator will be prepared to report out on 2-3 priorities identified to the large group.</p> <p>BEFORE LEAVING, attempt to manually save the Breakout Room Chat.</p> <p>ALL PARTICIPANTS RETURN TO LARGE GROUP</p>	<p>Small Group Facilitators</p> <p>Participants remain in the same breakout groups</p> <p>Continue using Room Jamboard</p>
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FINAL

15 minutes	<p>Large group--Sharing priorities from each group</p> <p>Report out is done Round Robin Style with small group facilitators taking turns sharing one idea from the prioritizing session. Each facilitator listens to previous responses, taking care to not repeat a similar idea. The intent is to quickly capture the key ideas without duplication.</p> <p>Capture on Google doc. The Google doc is not shared with participants. Rather it is used just to show what is captured by sharing screen.</p> <p>Debrief: Any observations from the report out?</p>	<p>Led by: Entsminger</p> <p>Note Takers: Boonie/Devlin</p> <p>Document for recording priorities [hyperlink here].</p>
5 minutes	<p>Closure</p> <p>All together:</p> <ul style="list-style-type: none"> • Minute reflection – give one minute for quiet reflection • Advanced polling. <ul style="list-style-type: none"> ○ What is one thing you heard that is exciting going forward? ○ Who still needs to be brought to the table? • Summary closing remark based on what is there <p>Thank participants for input. Explain that all responses from the Jamboards will be recorded and shared with federal and regional partners.</p>	Led by: Entsminger
	Adjourn	

NOTES & RESOURCES:

In National Topic Sessions, the focus is on the topic for the entire session.

Action to Take: At the start of the Breakout Room, ensure that the Room Number or Topic matches with the assigned/intended number or topic.

Accessibility Ally: Zoom has made it much easier to improve accessibility with a Live Transcription button now at the bottom of your Zoom window. In the Large Room, NERCRD staff will ensure Live Transcription is on, to improve accessibility for those who need it. If a participant in your breakout room requests it, you can enable this feature for your room [following these instructions](#).

Jamboard Links for Breakout Rooms:

1. Schmitt - [\[hyperlink here\]](#).
2. Bowen - [\[hyperlink here\]](#).
3. Eley - [\[hyperlink here\]](#).
4. French - [\[hyperlink here\]](#).
5. Peabody - [\[hyperlink here\]](#).
6. Parker - [\[hyperlink here\]](#).
7. Daniels - [\[hyperlink here\]](#).
8. Christensen - [\[hyperlink here\]](#).

Participants will be randomly assigned to a Breakout Room by the Zoom system.

Zoom connection information:

Link: [\[hyperlink here\]](#).

Meeting ID: 

Password: 