



Thank you for joining us for the conference and offering to lead a session on Friday. To help you prepare, here is an overview.

After we gather on Friday morning at 9AM, we will have two, one-hour sessions. Both rounds will have three themed sessions that participants will choose from. Each theme will have its own room, and we expect the 75 or so participants to evenly break-out into three groups. So, expect that you and your co-hosts will have 15 to 35 people in your group.

Friday Morning Sessions

Session 1: 9:30 - 10:30 am

- Group A: The Digital Divide (Growing Again)
- Group B: Race Equity Media Case Studies
- Group C: Partnering with Community Media

Session 2: 11:00 - noon

- Group A: Alternate Distribution Models
- Group B: Engagement in Practice
- Group C: Collaboration Opportunities

We do not envision these sessions to be a workshop, training, or presentation. There will not be any projectors or powerpoints. Rather, we ask that each thematic session host ensures a conversation-rich circle where all participants are engaged through active listening and collaboratively sharing questions and insights.

Tips to help maximize your session:

- Set-up a call or meet with the other co-hosts of your session. Determine your strategy to host your space. If you want to co-host the hour-long session, we recommend each person provide 3-5 main insights you want the group to know in a short introduction to the theme. This should take five minutes or less

for each person, and a timekeeper should be assigned to help ensure you are on time. Or, you could decide to separate into smaller groups, which we recommend. By doing so, you can delve deeper on the particular topic you and others are most interested in for 45 minutes and return as a large group and share the top 3-5 reflections from your small group conversations. In our experience, this yields the best results for all.

- Regardless of your approach, ensure clarity on what the conversation you are hosting is about, and what it isn't about.
- Start your conversation by inviting each person to share their name and why they chose to join the group (this helps to assess and clarify expectations).
- Be realistic -- once you get into your groups, you will only have 45 minutes; so, be clear on what topics you will prioritize based upon what you want to discuss and what the group shared on why they are in the circle with you. We suggest taking a few minutes before you begin to identify 2-3 topics at the beginning to establish a shared agenda and purpose for the conversation.
- Designate a time-keeper to note when you're at halftime and with 10 minutes left.
- Embrace your facilitative leadership skills -- we want everyone in the circle to be in the conversation and we count on you to ensure all voices and insights are invited and encouraged in the space you're hosting.
- In the last 5-10 minutes, distill the top 3-5 things you'd like to share with the larger group. This is very important for us to ensure folks who weren't able to attend can get a taste of what you all discussed and know who to follow-up with if they have questions.

Know if there is a next step from the conversation. Perhaps you or the group wants to continue the conversation in a future session at the conference, or you want to share emails to set-up a call to further explore the conversation. Seize the moment while you are together to see if there is synergy for moving forward together.