Design Summary, Nov. 12, 2009 : First Draft created by Jerry, Sunny, Sheila, and Jo on Nov. 6 , added to by Ester Mae on Nov 12.

Topic: IAF ToP Online Presentation (Research Lab)	
Brief Description: The pre-conference and conference session design for IAFNA 2010 in Chicago	
Rational Aim: List of considerations to have in mind when picking a virtual tool, particularly about how the ToP Consensus Workshop works online and face-to-face	**Experiential Aim:** Believe that it is possible to facilitate virtually; experience being consulted; experience that participants' needs were met
Overall Focus Question: What are important considerations to have in mind when selecting virtual facilitation tools?	**Expected Results and Products:** List of considerations for picking virtual tools; and an evaluative chart of three tools (Elluminate, Google Docs, Citrix) using the considerations
Image of Design	

Pre-conference: 2 tracks each of 3 tools, each using a different focus question to do a simple workshop | **IAF Face-to-face Session**

Each track has 2 sessions:	30 minutes	60 minutes	180 minutes
Elluminate	"Sandbox" orientation session	Simple Workshop	Short conversation on virtual experiences
Google Docs	"Sandbox" orientation session	Simple Workshop	Workshop on considerations
Citrix	"Sandbox" orientation session	Simple Workshop	Conversation comparing and contrasting tools against the key considerations – resulting in a matrix chart on the wall

Suggested Questions for Virtual Workshops:
"What might be the benefits of a virtual meeting?"
"What can you do to prepare a team to go virtual?"
"What are ways to help teams operate virtually between meetings?

Action Steps

Schedule virtual meetings in the 2 weeks preceding the conference: the weeks of April 5 and April 12. For each tool: have one track during the day one week and one track in the evening during the other week for broadest participation. Suggest Tuesday through Thursday.
Cap participants at 10 per virtual meeting.
Participants are encouraged to participate in at least 2 tracks.

Teams for Virtual Meetings: Ellluminate: Jo (lead) plus 2?? Google Docs: Sheila (lead), and Ester Mae plus 1? Citrix: Jerry (lead) plus 2??

Next Steps:
Each of the other presenters pick a the team and tool that they would like to work on for facilitating the virtual meetings – 3 per team
Practice using tools that we will facilitate starting in November
Check-in session in January
Each team decide the specific schedule for their track by February
Sheila will contact IAF about logistics of invitations for pre-conference virtual sessions