Tips for Running the En-ROADS Game and Workshop Online

Overall
- Just do it. It works really well.

Preparation
- Choose an online platform you have access to (Zoom, GoToWebinar, Blackboard, etc.) and familiarize yourself with the available features. Practice with any co-facilitators before running the event.
- An ideal set up would include three co-facilitators to cover these roles, especially with a large group (one facilitator may be able to cover all of these roles with a smaller audience):
  - Presenter/Facilitator – presents and facilitates the session.
  - Host/Director – is responsible for running the platform smoothly, manages time, and controls the platform features.
  - Question Support – answers questions being asked in the questions/chat box.
- If possible, send relevant materials to your participants before the event. For the Climate Action Simulation, we have prepared a zip file to send. For the workshop, you can send the One Page Guide to the Control Panel.
- For the Climate Action Simulation, divide your participants into groups in advance if you can.

Platform Set Up
- Mute all participants.
- Have the Host introduce all platform features to participants.
- For the Climate Action Simulation, ask participants to change their username to include their stakeholder group, if possible.

Facilitation Tips
- Use verbal cues for where participants should be directing their eyes – e.g. "Look at the red line for oil. It is going up when you move this slider because…"
- Change the pace and intensity of the session – e.g. make sure to use the 60 seconds of silence after creating a desired future, give participants the floor to speak
- When showing simulation scenarios, use the "Replay" button frequently to maintain visual interest and keep participants engaged
- Use the Chat or Questions feature extensively to ask participants for their input on simulation experiments, their questions, their emotional reactions, and so on. This is especially important for large groups in order to include more participants in the discussion.
- If you are using a platform that offers breakout rooms, use them to encourage discussion in small groups – ideally groups of 3-5 people.

- When participants are in breakout groups, provide written instructions to what they should be discussing and share using chat or broadcast feature. Include instructions in zip file of materials as well.
- Use the "Unmute" feature for collective participation and camaraderie – e.g. ask a specific question to participants and ask them all to share out loud at once; at the end of the session, allow everyone to say goodbye (in their native language if applicable).

Chat/Questions Box Tips
- Keep it light and friendly.
- Some platforms allow participant questions to be answered publicly or privately. If an answer seems like it may be of interest to others, try answering it for all participants to see. You can also save some questions for the presenter to answer out loud for all to hear.
- When you encounter a technical question that you don't want to try to answer, just write, "Great question! Please send it to support@climateinteractive.org so the Climate Interactive team can get back to you with a detailed answer."
- If the presenter mentions a topic for which we have a page on our website, share the link in the chat box so participants can follow along.
- Remind people to put their events on the map if they run their own and to share their scenarios on social media.