



Tips for Running the En-ROADS Climate Workshop Online

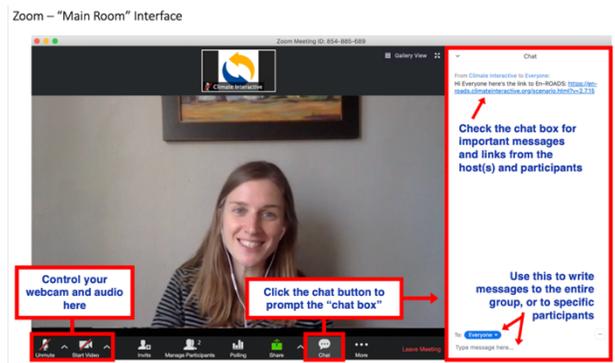
Overall

- Just do it. It works really well.
- For more detail about tips to running a successful En-ROADS Climate Workshop, [please read the “En-ROADS Climate Workshop Facilitator Guide.”](#)

Preparation Tips

Virtual Meeting Software

- Choose an online platform you have access to that could work well for running the En-ROADS Climate Workshop. There are many options, some of which are free and others require a subscription. Consider the following aspects carefully to ensure that your platform selection can accommodate your needs:
 - How long do you want your workshop to run?
 - How large do you expect your audience to be?
 - What other features would enhance your workshop experience (chat/questions box, breakout rooms, video for participants, etc.)?
- Familiarize yourself with the controls and features of your virtual meeting software. Make sure to learn where any important controls are beforehand – chat boxes, muting/unmuting participants, virtual background controls, etc.
 - If you have a co-facilitator(s), we suggest you both practice your virtual meeting software controls together.
- Consider creating and adding an instructional slide to the beginning of your presentation to orient participants to your meeting software before beginning – such as the slides our team has created for [GoToWebinar](#) and [Zoom](#).
- Be aware of the audio and video of both facilitator/hosts and the participants. With the En-ROADS Workshop, we typically recommend beginning with participants on mute. Be mindful of these dynamics going into your event, and set up your virtual meeting preferences beforehand.



Facilitator Roles

- The En-ROADS Climate Workshop can be facilitated by one or multiple people. If you are going to work with a co-facilitator(s), we recommend deciding your team’s facilitation roles beforehand – an ideal set up would include two or three people to cover the following roles, especially with a large group (one facilitator may be able to cover all of these roles with a smaller audience):

<p>“Facilitator” or “Presenter” [recommended: 1-2 people]</p>	<ul style="list-style-type: none"> - The facilitator(s) will lead participants through the event by presenting all of workshop slides, simulator dynamics and leading the debrief. - The main facilitator should be the one who shares their screen in order to show presentation slides and the En-ROADS simulator online. - If you have two people interested in co-facilitating, you can divide these roles up. <ul style="list-style-type: none"> ○ <i>For example:</i> One facilitator could lead the simulator dynamics, and another could lead the debrief.
<p>“Host” [recommended: 1 person]</p>	<ul style="list-style-type: none"> - The host is responsible for ensuring the virtual meeting software is running smoothly. The host’s responsibilities include things like: <ul style="list-style-type: none"> ○ Managing participants’ questions and controls (mute/unmute, hand raising, etc.) ○ Ensuring the presenter’s audio and video are working properly ○ Generally keeping track of time ○ Introducing the session and orienting participants to webinar controls

- **Come prepared.**
 - If you are the main presenter, make sure you have practiced your presentation beforehand. Practice switching between your slides and the En-ROADS simulator while you share your screen.
 - Determine the “flow” between facilitators and the host beforehand – identify any moments where the host might be called forward to speak or interact with the audience.
 - Test your backdrop, lighting, and audio beforehand. If possible, you’ll want to sit in front of a non-distracting or “plain” background. If you plan to use a virtual background, blank walls behind your seat often work well. Make sure to have lots of light in the room you are in to illuminate your face and avoid shadows.
 - Have a list of links easily accessible to send to participants (links to En-ROADS, materials, etc.)
 - Decide beforehand if you want to answer participant questions throughout the workshop, or if you will be answering them during a Q&A at the end of the session.

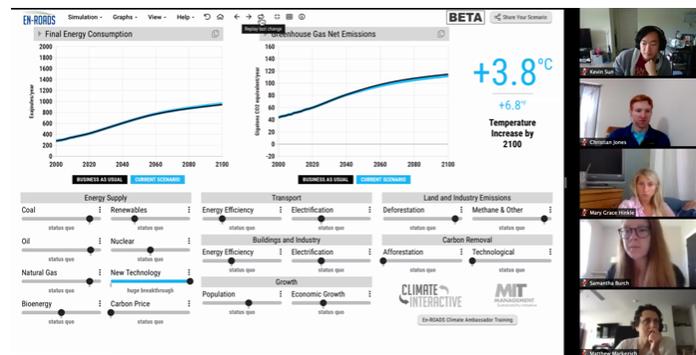
Workshop Presentation Tips

Introduction

- When participants arrive, the host often comes forward to welcome everyone to the session. Consider telling participants that you'll be waiting a few minutes after your designated time to begin – this will give more time for the room to fill up.
- Introduce any necessary webinar mechanics, and communicate what participants should expect in terms of answering their questions.
- Speak clearly and slowly. If you are using video, try your best to keep eye contact with your webcam when possible.
- If necessary, be sure to provide context to your workshop. For example, take extra consideration to your introduction if you are presenting to a new group, or if there is an on-going current event that might impact the conversations that could arise throughout the session (e.g., acknowledge that challenge participants may be facing of juggling family demands while joining video conferences at home).

Engaging Participants and Presenting En-ROADS Dynamics

- When you want to begin testing solutions in detail on En-ROADS, **be sure to take time to orient participants to the simulator interface.** Make sure your cursor is visible, and clearly introduce the main graphs, sliders, graph axes, and so forth.
- **Frequently use the Chat or Questions feature 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.
 - Consider asking the host to read out a few of the participant responses – this will allow participants to feel heard and more engaged.



- Consider sharing the [One-Page Guide to the Control Panel](#) with participants for them to look over potential solutions in more detail.
- 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...*”
- When showing simulation scenarios, use the “replay” button on En-ROADS to maintain visual interest and keep participants engaged.
- When necessary, feel free to improvise if you stumble upon an opportunity to explore an emotional insight, relevant current event, or something of this nature. Open yourself up to a change in pace/content if it will complement the workshop experience. Be creative!

Debrief and Closing

- Change the pace and intensity of the session – try using the 60 seconds of silence after creating a desired future.
- Use breakout rooms (if your web platform has the feature) to create small groups (recommended 3-5 people) for discussion and reflection during the debrief.
- When participants are in breakout groups, provide clear instructions to what they should be discussing and share using chat or broadcast feature.
- Depending on your group size and time limit, consider unmuting participants to hear some of their key take-aways, insights, and questions.
- Also consider unmuting participants 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).
- At the end of the workshop, take a group photo of participants and share the photo on social media with us! @Climateinteract #EnROADS
- Always [register your events on the Climate Interactive Website!](#)



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