

About the LRNG Partner Summits: Overview and Agenda

DAY ONE

Time	Mins	Activity	Responsibility
9:30-10:05 AM	35	Registration & Breakfast	Sprout
10:05-10:15 AM	10	Welcome from Chicago Public Library & Chicago Cultural Trust Meet your neighbor	CPL, CCT
10:15-10:20 AM	5	Video #1	LRNG
10:20-12:15 PM	115	LRNG Presentation: Vision, Movement, Product, Q&A, Benefits	LRNG
10:20-10:40 AM	20	LRNG: History & Vision (Video #2 following talk)	Connie
10:40-11:05 AM	25	LRNG: Movement & Youth Engagement	Que
11:05-11:30 AM	25	LRNG: Product Overview	Tim
11:30-12:10 AM	40	LRNG Q&A Panel	Connie, Jessica, Que, Tim, Leila
12:10-12:15 PM	5	LRNG: Benefits of Participation & City Challenge	Jessica
12:15-1:30 PM	75	Lunch	LRNG
1:30-1:40 PM	10	LRNG Presentation: Existing Playlists	Leila
1:40-2:00 PM	20	Low-Tech Social Network Activity (at tables)	Sprout/Facilitators
2:00-3:30 PM	90	Rapid Co-Design Activity (at tables)	Sprout/Facilitators
3:30-3:45 PM	15	LRNG Resources: Partner Handbook, City Challenge, Office Hours	LRNG
3:45-4:00 PM	15	Q&A + Reflections (from adults and youth)	LRNG
4:00-4:05 PM	5	Final Comment	Connie/Jessica
4:05-5:30 PM	85	Happy Hour at venue	All



DAY TWO

Time	Mins	Activity	Responsibility
9:30-10:00 AM	30	Welcome & Reflections	Sprout/LRNG
10:00-10:20 AM	20	Workforce Development Presentation & Conversation	Michael Robbins
10:20-11:05 AM	45	Training and Content Development Presentation & Activity	Dustin Stiver
11:05 AM-11:50 PM	45	Communication and Outreach Presentation & Activity	Ryan Coon & Sara Isaac
11:50 AM-12:45 PM	55	Lunch	LRNG
12:45-1:30 PM	45	Youth Engagement Presentation & Activity	Robert Friedman
1:30-2:15 PM	45	Fundraising Presentation & Activity	Margaret Black
2:15-2:30 PM	15	Reflections, Resources & Final Comment	LRNG
2:30-4:00 PM	90	Networking & Optional City Walking Tour (offsite)	Chicago Architecture Foundation
<i>*LRNG Office Hours available throughout the day</i>			



Facilitator Responsibilities

- Facilitators should plan to **arrive at the venue at on both days 9:00 AM.**
- **Expect a diverse crowd of up to 200 people** comprised of stakeholders with varying levels of experience and expertise with LRNG, digital badging, and Connected Learning. Use your knowledge wisely to help them: Don't dominate conversations, and feel free to help out if people are confused.
- **Sprout will introduce facilitation activities from the stage;** you will be our eyes and ears in the crowd.
- You will be **responsible for moderating the activity happening at one table** at the event. About 10 people will be assigned to each table.
- **Day Two will likely feature fewer participants,** and participants will **not be assigned to tables on Day Two.** Sprout team members will still assign facilitators to tables on Day 2, likely that morning as needed.
- **Be cognizant of how much time you are spending with each activity.** The schedule is tight and we need your help to use our time wisely and make the most of the summit.
- **Make sure that all attendees are participating in meaningful ways,** especially students! Day One will likely include several youth attendees, who will be in high school or college.

Notes:



Summit Facilitation Design

This two-day summit will bring together anchor organizations, government leadership, corporations, and program partners to begin the co-design and organizational processes that will lead to the roll-out of the first cohort in summer 2016. Additionally, we hope to have several youth in attendance to participate in the activities.

In the afternoon on Day One, attendees will be seated at round tables of ~10 participants with one facilitator at each table. Each table will include a mix of participants with different organizational affiliations and from different cities across the country. Facilitated activities will focus on orienting people to Connected Learning and the LRNG Platform.

Day Two will feature a deep dive into the details of implementing LRNG with individual program partners.

Participants will watch a series of presentations that explore key components of this work and participate in a series of activities that build on key takeaways from those presentations. Meanwhile, LRNG staffers will be available throughout the day at an “office hours” station where attendees can ask more detailed questions about participation with LRNG for their particular organization.

By the end of the summit, all attendees will have created content and engaged in activities that will better prepare them to complete the application to join the LRNG 1.0 cohort in 2016.

The facilitation instructions in this manual are inspired by and adapted from the following publications:

- *Innovating for People: Handbook of Human-Centered Design Methods* by the LUMA Institute
- *Universal Methods of Design* by Bella Martin and Bruce Hanington
- *101 Design Methods: A Structured Approach for Driving Innovation in Your Organization* by Vijay Kumar

