# MCS 357
# Managing Long-Distance Roundtables

| Time allotted | 50 minutes |
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| Teaching format | Instructor-led discussion with PowerPoint support, Group discussion |

## Resources

| Handouts | ● MCS 357 –Roundtables 50-minute format pdf – 1 per person |
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| | ● MCS 357 –Roundtables 60-minute format pdf – 1 per person |
| | ● MCS 357 –Roundtables 75-minute format pdf – 1 per person |
| Equipment and materials | ● MCS 357 – Managing Long Distance Roundtables course plan |
| | ● MCS 357 – Managing Long Distance Roundtables PowerPoint presentation |
| | ● Computer and screen |
| | ● Whiteboard or flipchart, appropriate markers, and eraser |
| Resources for additional participant learning | ● https://www.scouting.org/commissioners/ |
| | ● MCS 357 – Delivering Roundtable Booklet |
| | ● Commissioner Tools website tool |

## Course Connections

| Connections to other CCS courses | ● BCS 152 – The Year-Round Roundtable Planning Process & Promotion |
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| | ● BCS 154 – Roundtable Fundamentals |

## Presentation Outline

### Introduction and Course Objectives – 3 minutes

**Instructor's Note**: Introduce yourself and the title of the course. You have 50 minutes, but since most of this class will be based on discussion and brainstorming, time can easily slip away, so keep things moving.

This course will provide an understanding of the current resources available to enhance long-distance roundtables.

**Introduce the learning objectives, noting that by the end of this session, each participant should…**

At the end of this training, a commissioner will be able to:

- **Identify** situations where long-distance roundtables may be appropriate.
- **Discuss** alternate delivery methods for roundtable.
- **Understand** the importance of participant interaction while fulfilling the purposes of roundtable.

## Long Distance Roundtables – 15 minutes including 10-minute activity (slides 4-5)

Geographically large councils may not be able to offer monthly district in-person roundtables. For example:  Far East Council
When a local district is in a tightly contained geographic area, such as a suburban area of a major city, meeting in person is usually both easy and convenient. However face-to-face roundtable meetings become more difficult when a district includes several large or rural counties. The amount of time required to drive to the roundtable site from the farthest reaches of the district may discourage unit leaders from attending in person, especially in poor weather.

Roundtable teams for such districts should consider alternative methods to reduce the geographic barriers to roundtable attendance.

Example shown: This is a map of the Crossroads of the West Council. Look at District 8.  The bulk of the population lives in the center, in southern Utah county, but there are units spread throughout this district making driving to a monthly roundtable very difficult.

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**Activity – Long Distance Roundtables – Instructor Guided Discussion – 10 minutes (Slide 5)**
*Instructor Notes:* Ask the participants to brainstorm long-distance options for roundtables.

- Possible responses could be:
- Alternating virtual and in-person
- Alternating virtual and in-person with a rotating location
- Hybrid roundtable with a quarterly in-person roundtable
- Virtual with semiannual in-person round table
- District round table with quarterly council roundtable
- Council roundtable hosted by a different district each month
- Virtual with the quarterly in-person roundtable
- In-person roundtable with virtual as a bad weather contingency
- Multi-district roundtable with semiannual district roundtable
- In person while live streaming
- Virtual or in person only

For virtual presentations, students may be allowed to unmute and answer, required to raise their hands for the instructor or facilitator to call on, or required to input answers in a chat line so the facilitator can read them.

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## Conducting Alternate Roundtables – 20 minutes including 10-minute activity (slides 6-11)

**Virtual Roundtables**
Using Zoom or other online meeting platforms, the roundtable commissioner can deliver a high-quality virtual roundtable. Information on using Zoom as the virtual platform is available on the roundtable support page https://www.scouting.org/commissioners/roundtable-support/.
**Instructor Note:** *Have the class scan the QR code on the slide*

Using a virtual platform, a roundtable commissioner should be able to do the following:
- Take attendance
- Interact with participants
- Have the opportunity for participants to interact with each other
- Conduct a live video chat across different devices and platforms
- Easily screen-share during a call
- Hold brainstorming sessions with Zoom's on-screen whiteboard feature
- Break out into meeting rooms of fewer people to facilitate collaboration
- Broadcast to different platforms
- Access meeting analytics and reports
- Start using for free, as Zoom's free plan lets you host up to 100 participants in a 40-minute video call
- Show announcements using a slide show before and after the roundtable while having networking time

Virtual platforms allow roundtable participants to participate from their homes, or anywhere! Participants can interact with roundtable commissioners and other participants and meet in breakout rooms to address specific topics.

**Youth Protection Guidelines**
As Scouting moves to virtual and online platforms, remember to follow youth protection and state and local guidelines to help keep Scouts and volunteers safe.

Note: Some states may have legal requirements that differ from, and even go beyond, what is provided here. It is your responsibility to check and abide by your state laws and consult your local council when reviewing and applying the following guidance, which is not comprehensive.

- Follow all youth protection policies
- Use business-oriented conference platforms that include good safety and privacy features instead of platforms with other primary purposes (such as gaming).
- Regularly review and implement the latest security features of your chosen platform to avoid unauthorized visitors or other security issues in your meetings.
- Do <u>not</u> record online activities/meetings that include youth participants.
- Recording of online activities that only involve adults is subject to local council legal review and approval. Check with your local council for guidance.

- Safeguard personal information. If you collect a person's personal information online—for example, through web forms used to register people for online meetings—then you should post a notice or disclosure at the point of collection describing how you will use the information. The notice should be conspicuous and written in plain English.
  - Meeting organizers must keep such information private and not share a youth's personal information with anyone except that youth's parent or guardian or the unit leader responsible for tracking advancements. For example, a merit badge counselor should not publicly post or otherwise show a roster with personal information of Scouts the counselor has worked with.
- Collecting personal information from youth under 13 is not recommended. Do not collect personal information *directly from* youth under 13 years of age due to the parental notice and consent requirements under the Children's Online Privacy Protection Act ("COPPA"). You should collect any data needed from the parent or legal guardian only.

**Hybrid Roundtables**

Hybrid roundtables combine an in-person meeting with the option to have Scout leaders attend virtually. This means that if a Scout leader isn't able to attend roundtable in person, they can attend virtually and still be able to participate fully in training and networking.
Hybrid roundtables can be the best for both in-person and virtual meetings.

Here are some things to consider:
- Make sure the technology you are using allows both online and in-person Scout leaders to participate fully.
- Have an in-person meeting facilitator AND an online meeting facilitator.
- Speakers/microphones should allow online participants to hear the in-person. conversation. A large screen should allow in-person participants to see the ones online.
- Have an assistant roundtable commissioner whose role is to run the technology aspect of roundtable.
- Hold trainings for those speaking and running breakout sessions on how to include both online and in-person Scout leaders.

**In-person roundtables** are fun and interactive, but there are challenges when Scout leaders have to travel long distances. Sometimes the distance isn't very far, but traffic makes the drive time-consuming. Here are some ideas for holding an in-person roundtable when considering the distance or time of travel needed to get to and from roundtable.

- **Rotating Locations:** Hosting in-person roundtables in two or more locations on a rotating basis might be the solution to a large district or council's roundtable attendance. The district could also consider holding more than one roundtable per month, each in a different part of the district.

- **Longer Roundtable length:** Doubling the length of a meeting from 50 to 100 minutes gives the flexibility for a roundtable commissioner to present two hot topics and two safety moments along with extended program breakouts. Unit leaders are still getting the full roundtable program and roundtable commissioners are able to provide unit service, but the meeting is only held every other month.

  Districts could meet in-person every other month for 100 minutes, using the 50-minute roundtable model, or meet for 150 minutes using the 75-minute model.

  Districts and councils could hold a quarterly in-person roundtable, a 150-minute roundtable for the 50-minute format or a 225-minute roundtable for the 75-minute format. These would be equivalent to three standard roundtables for the scouter's training knot. Roundtable could be held on a Saturday morning and have other district meetings after the roundtable to make a full day of scouting. Plan to give a 3-month program with multiple hot topics, safety moments, and breakouts. Making sure you have a cracker barrel would be important. Remember snacks and breaks will need to be included on the schedule.

  Please note that these changes need to come from the council commissioner with concurrence from the assistant council commissioner for roundtables as it changes the way the mentoring from that assistant council commissioner happens.

- **Combination Roundtables:** There are many options for combining virtual and in-person roundtables. Not all areas and households have access to the internet. To meet the needs of all members of a district or council, combining virtual with in-person roundtables allows all scout leaders to participate. Holding an in-person roundtable while also live streaming or using a virtual platform combines in-person and virtual into one meeting.
  - Council Roundtable – Council roundtables can allow districts to combine resources and encourage networking across all districts. These can be incorporated as quarterly, bimonthly or as needed. Districts can alternate hosting the roundtable, or a council team can be assigned to run the roundtable.

  Options include:
  - Virtual with a quarterly in-person roundtable
  - Alternating virtual and in-person
  - Alternating virtual and in-person with a rotating location
  - Virtual with semiannual in-person roundtable
  - District with quarterly council roundtable
  - In-person while live streaming

Using a combination of roundtable types means that districts can be flexible in meeting the needs of Scout leaders.

**Activity – Create a Roundtable Plan - Instructor guided discussion - 10 minutes (slide 11)**
*Instructor's notes*: Using the information presented, participants should create a three-to-six-month roundtable plan. They can choose between all virtual, all in-person, hybrid, or a combination of roundtable options.

Have the participants briefly discuss their plans.

For virtual presentation, consider using breakout rooms if time permits. Otherwise, students may be allowed to unmute and answer, required to raise their hands for the instructor or facilitator to call on, or required to input answers in a chat line so the facilitator can read them.

## Participant Interaction and the Purpose of Roundtable – 5 minutes (slides 12-13)

Regardless of the time format used or whether the roundtable is virtual, hybrid or in-person, roundtable needs to fulfill its goals.
- Provide and capture information through unit leader/commissioner collaboration
- Offer current program training
- Provide networking opportunities

**Roundtable and all commissioners strive to:**
- Be the Heart: Scouting's units are its heart; its success is dependent upon them; they deliver its programs to youth. Commissioners Support unit leaders in developing a safe, welcoming environment and delivering Scouting's programs effectively. We exist to support Scouting's heart.
- Build Relationships: Commissioners must develop relationships with unit leaders we serve based on mutual respect, candor, and trust. Without that, the communication and collaboration required to effectively support units is impossible.
- Change Lives: Scouting changes lives – of the youth it serves and the adults who support it (both volunteers *and* professionals). As they adopt Scouting's values, they become engaged citizens who strengthen our communities, nation, and world.

**Interaction during roundtable**
Interaction between roundtable commissioners and participants is critical. Roundtable commissioners should take advantage of tools to help aid in interaction at roundtable. This helps fulfill the four purposes of roundtable and keeps the meeting more interesting and engaging.

**Virtual tools to increase interactivity at roundtable**

Participant engagement is very important, especially in a virtual setting where participants are separated and can feel distanced from the presentation. It's easy to tune out from a virtual presentation without adequate interaction. Simple games and activities can be done online with or without additional software.

Use software and screen sharing to add interaction with polls, online games, trivia or other software.

Simple games can be played without additional software. For example: Try Kim's game. Have each participant hold up an item that is nearby, such as a pen, stapler, cell phone, or glasses. Have each participant show them on their screen, then have the participants write down each of the items they saw. The game is different every time!

**In-person interaction**

Participant engagement in person may include games, songs, skits, activities and hands-on crafts. Utilize the EDGE method when demonstrating a technique and allow participants to try the activity or craft.

Instructor note: You may wish to ask the participants to brainstorm options for making roundtables more interactive.

## Summary/Conclusion – 2 minutes

From our discussions and activity, you should now be able to:

- **Identify** situations where long-distance roundtables may be appropriate.

- **Discuss** alternate delivery methods for roundtable.

- **Understand** the importance of participant interaction while fulfilling the purposes of roundtable.

## Questions? – 5 minutes

What are your questions concerning this presentation today?
Thank you for your participation.