

## 6 Steps to Hosting a Watch Party

The 2018 UC Berkeley career development conference for staff (NOW – Next Opportunity at Work) is in the books with record attendance and excellent response. Both keynote addresses and several concurrent sessions were recorded for later viewing. These recordings represent a great resource for anyone who wants to gain new perspective or learn new skills for developing their career.

The benefit of viewing a recorded presentation is heightened by actively engaging with other people. We have the content and technology...you have the friends and colleagues. Host a *Watch Party*. Here's how.

Step Description	For More, Go To:
<p><b>1. Assess your group</b></p> <p>Select the topic/video based on:</p> <ul style="list-style-type: none"> <li>• Group's needs &amp; objectives</li> <li>• Context – What's relevant now?               <ul style="list-style-type: none"> <li>○ To the individuals?</li> <li>○ To the group/unit/department?</li> </ul> </li> </ul> <p>Venue</p> <ul style="list-style-type: none"> <li>• Is there an existing meeting time you can use? Or will you need to plan a special time &amp; place?</li> </ul> <p>Other Factors</p> <ul style="list-style-type: none"> <li>• Will closed captioning be helpful? In what language?</li> </ul>	<p><a href="#">List of recorded sessions</a> from the 2018 NOW Conference</p> <p>The closed captioning has an auto-translate function</p>
<p><b>2. Review the video for:</b></p> <ul style="list-style-type: none"> <li>• Segments to show or omit</li> <li>• Key messages</li> <li>• If the presentation slides are important to have, ask participants to bring their own (on their device or printed. Tip - bring a few copies anyway).</li> <li>• Potential concerns you can anticipate</li> </ul>	<p>Check the <a href="#">NOW Conference website</a> for session-specific discussion guides (coming soon).</p> <p>All presentation slides are available at the <a href="#">NOW Conference website</a></p>
<p><b>3. Plan the agenda</b></p> <ul style="list-style-type: none"> <li>• The heart of a watch party is active engagement with the content and among the participants.</li> <li>• Plan for a guided discussion and/or a learning activity.</li> </ul>	<p><i>Agenda template</i>, Page 3</p> <p><i>Guidelines for Discussion</i> (including sample questions), Page 4</p>

	Step Description	For More, Go To:
4.	<b>Plan for room set-up, equipment and supply needs.</b> <b>See:</b> <ul style="list-style-type: none"> <li>• <i>Room Set-up Alternatives</i></li> <li>• <i>Equipment and Supply Checklist</i></li> </ul>	Page 6 Page 7
5.	<b>Publicize to your audience:</b> Include: the topic, how it was chosen, when & where, what to bring	
6.	<b>Day of:</b> Arrive early to set up and test the AV arrangements	

**Tips for Success:**

- Anticipate questions and information needs that might surface, and consider how to deal with them:
  - Ask for a volunteer to research the question and get back to the group?
  - Bring information that will help “in the moment?”
  - Capture action items the group wants to pursue
- Set up the space up to support your goal. Refer to *Room Set-Up Alternatives*, Page 6.
  - Everyone needs a sight-line to the video screen
  - Set-up needs to facilitate conversation.

# Watch Party Agenda Template

Date: \_\_\_\_\_ Start Time \_\_\_\_\_

Location: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Topic: \_\_\_\_\_

Video Title & Presenter: \_\_\_\_\_

Item	Led by:	Time (Min.)
Welcome, introduction and agenda review <ul style="list-style-type: none"> <li>How this event fits into the group’s context</li> <li>Brief explanation of the NOW Conference and the <i>watch party</i> concept</li> </ul>	A leader or representative of the group	5-10 min. *
Video viewing**		30-45 min.
Discussion questions and/or learning activity <ul style="list-style-type: none"> <li>Use <i>Guidelines for Discussion</i>, page 4-5</li> <li>Structure the discussion or activity for the size of the group</li> <li>Capture questions/action items the group wants to pursue after the meeting</li> </ul>		15-30 min.
Next steps and close <ul style="list-style-type: none"> <li>Review any pertinent action item assignments for the group</li> </ul>		5-10 min.

\* Add time if you plan to wait for late arrivals.

\*\* Consider splitting up the discussion questions & pausing the video for discussion at a convenient mid-way point.

# Guidelines for Discussion

**Actively engaging with the video’s content is central to an effective watch party. Good discussion questions are a major tool.**

- Good discussion questions get people started talking with each other in a way that adds value to their experience of the video.
- Describe your role. You likely want to participate in the discussion like everyone else.
  - To reduce the risk of being seen as the “expert,” acknowledge your role as a participant, in addition to posing discussion questions.
  - Consider how to address information requests or action items that may arise. (For example: Will you ask for volunteers to research and report back?). Otherwise, people may assume that you’ll take responsibility.
- Ask “open-ended” questions. These are questions that don’t have “one right answer,” and they can’t be answered in one or two words like “yes” or “no.”
- Plan an **intentional** sequence of questions. The following **natural question sequence** follows the natural path the mind takes with new information. It’s a good idea to start with an “objective” question first. Each level of question (1-4) builds on the preceding discussion.

## Natural Question Sequence and Examples:

The following sampling of discussion questions can be used with any topic. Since it’s rare to have time for more than a few questions, be selective and thoughtful in which questions you choose.

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<b>1. Objective Questions</b> Give participants a chance to focus in on the content. These give everyone a chance to quickly participate from the start. 1 quick objective question is often enough.	<ul style="list-style-type: none"><li>• What caught your attention in the presentation?</li><li>• What particularly struck you?</li></ul>
<b>2. Reflective Questions</b> These questions call up listeners’ impressions, reactions, and thoughts	<ul style="list-style-type: none"><li>• What is the central message or idea in the presentation?</li><li>• The presenter talked about “x.” What do you think about “x?”</li><li>• What ideas, tools or techniques interested you? Why?</li><li>• What new things did you learn?</li></ul>
<b>3. Interpretive Questions</b> These questions get people thinking about the <i>meaning</i> the content holds for them. Making connections between the content itself, and their broader world	<ul style="list-style-type: none"><li>• What questions do you still have about this topic?</li><li>• What issues does this presentation raise for you?</li><li>• How can you see this information being useful to you going forward?</li><li>• What other resources have you used about this? Would you recommend them?</li></ul>

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#### 4. Decisional/Action Questions

Questions about *applying* the information. Ideally, they stimulate participants to commit to doing something differently or something new (big or small)

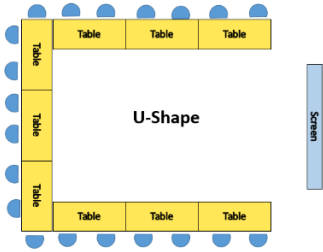
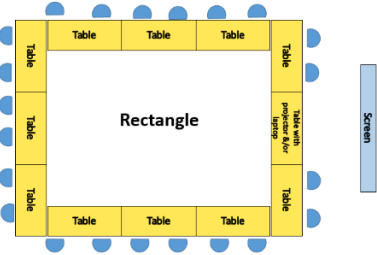
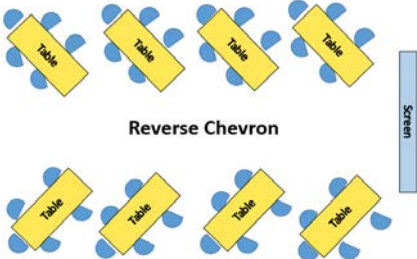
- What ideas/concepts from the presentation can you/we apply to your/our career development?
  - What next steps would you consider as a result of viewing this presentation?
  - How might you/we try out one of these ideas?
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#### Other Watch Party Engagement Methods:

A relevant exercise or skills practice is another avenue for active engagement with the topic, while helping participants consolidate what they learned. Consider a short discussion first (e.g. an Objective Question followed by a Reflective Question). Other possible activities are:

- Provide a short write-up of a relevant hypothetical situation. Have participants pair up and practice using the skills/ideas they learned in the presentation. Each pair will take turns. Have one or two questions ready to ask participants as they return to the large group.
- Put participants in pairs or trios to generate a list of actions they could take in their own work lives to use what they learned.

## Room Set-up Alternatives:

Setup Type	Pro	Con
<p><b>U-Shape:</b> Conference tables set end-to-end in a “U” shape, with the short, open end nearest the screen</p> 	<p>Discussion as 1 whole group, AND attention to the front of the room</p>	<p>Not the best for sub-group discussions.</p> <p>Needs a relatively large space for the size of the group. Difficult for more than 18-20 people</p>
<p><b>Rectangle:</b> Conference tables end-to-end, arranged into a rectangle. One of the short ends is nearest the screen</p> 	<p>Discussion as 1 whole group</p>	<p>Not flexible for smaller-group break-out conversations.</p> <p>Ability to face the front of the room varies</p>
<p><b>Reverse Chevron:</b> Individual conference tables set at an angle to the screen, so that people on both sides and one end of each table have a sight-line to the screen. (The remaining short end is left open.)</p> 	<p>Small-group conversations AND view to the screen</p> <p>Uses space efficiently</p>	<p>Less optimal for whole-group discussion.</p> <p>Requires 2-stage report-out when large group agreements are needed.</p>

## Equipment and Supply Checklist

Consider what you will need for your particular plan. You may not need everything below.

### EQUIPMENT

- A-V set-up:
  - If built into the room, be sure you have access and appropriate cables, **including audio**
  - If not, arrange for a projector, power cord and A-V cable (VGA, HDMI) **including audio**
- Laptop and power cord:
  - Bookmark the url for the video beforehand
  - Adapter for connecting your computer to VGA or HDMI cable
- Wifi access (e.g. AirBears2)

### MATERIALS

- Handouts, worksheets, or visuals to accompany the video.
- Slides - Many speakers use slides for important visual content, which are posted on the NOW Conference website. Since the video-recording generally focused on the speakers, you'll need to decide if/how to provide the presentation visuals. Alternatives include:
  - Ask participants to bring the slides on their device, or in print.
  - Provide copies of the presentation
  - Project the visuals from a 2<sup>nd</sup> laptop and projector
- Sign-in sheet (if desired)
- Nametags & flipchart pen for filling them out (for larger groups that don't know each other well)
- Flipchart pens and paper if needed for an activity