

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>1. Assess your group</p> <p>Select the topic/video based on:</p> <ul style="list-style-type: none"> • Group's needs & objectives • Context – What's relevant now? <ul style="list-style-type: none"> ○ To the individuals? ○ To the group/unit/department? <p>Venue</p> <ul style="list-style-type: none"> • Is there an existing meeting time you can use? Or will you need to plan a special time & place? <p>Other Factors</p> <ul style="list-style-type: none"> • Will closed captioning be helpful? In what language? 	<p>List of recorded sessions from the 2018 NOW Conference</p> <p>The closed captioning has an auto-translate function</p>
<p>2. Review the video for:</p> <ul style="list-style-type: none"> • Segments to show or omit • Key messages • 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). • Potential concerns you can anticipate 	<p>Check the NOW Conference website for session-specific discussion guides (coming soon).</p> <p>All presentation slides are available at the NOW Conference website</p>
<p>3. Plan the agenda</p> <ul style="list-style-type: none"> • The heart of a watch party is active engagement with the content and among the participants. • Plan for a guided discussion and/or a learning activity. 	<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.	Plan for room set-up, equipment and supply needs. See: <ul style="list-style-type: none"> • <i>Room Set-up Alternatives</i> • <i>Equipment and Supply Checklist</i> 	Page 6 Page 7
5.	Publicize to your audience: Include: the topic, how it was chosen, when & where, what to bring	
6.	Day of: 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"> How this event fits into the group’s context Brief explanation of the NOW Conference and the <i>watch party</i> concept 	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"> Use <i>Guidelines for Discussion</i>, page 4-5 Structure the discussion or activity for the size of the group Capture questions/action items the group wants to pursue after the meeting 		15-30 min.
Next steps and close <ul style="list-style-type: none"> Review any pertinent action item assignments for the group 		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.

1. Objective Questions 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">• What caught your attention in the presentation?• What particularly struck you?
2. Reflective Questions These questions call up listeners’ impressions, reactions, and thoughts	<ul style="list-style-type: none">• What is the central message or idea in the presentation?• The presenter talked about “x.” What do you think about “x?”• What ideas, tools or techniques interested you? Why?• What new things did you learn?
3. Interpretive Questions 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">• What questions do you still have about this topic?• What issues does this presentation raise for you?• How can you see this information being useful to you going forward?• What other resources have you used about this? Would you recommend them?

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)

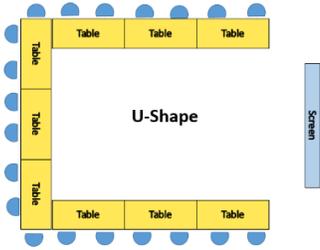
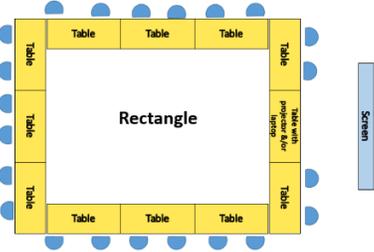
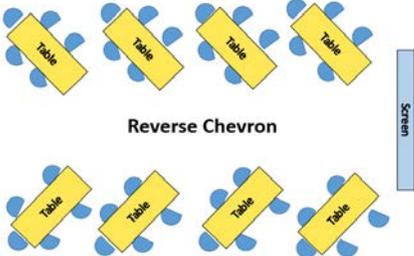
- What ideas/concepts from the presentation can you/we apply to your/our career development?
 - What next steps would you consider as a result of viewing this presentation?
 - How might you/we try out one of these ideas?
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Other Watch Party Engagement 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>U-Shape: 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>Rectangle: 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>Reverse Chevron: 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 2nd 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