



**2019-2020 Connected by Our Rotary Stories  
Document 16  
Multi-site and Remote Options**

**FACEBOOK LIVE**

Facebook Live offers an option for live streaming of a session. Tips to remember:

- Speakers need to be mic'd to be heard by viewers
- Cameras need to be centered and facing directly at the speaker/screen
- Someone needs to follow the speaker with the camera/computer screen if the speaker moves around. If it's important to see what's projected on the screen, stay on the screen and make sure the speaker can be heard.

In addition to ensuring the above technical considerations are addressed, there is a "downtime" issue. What does the viewer do while the on-site team is working in breakout groups, eating lunch or taking a break? If the summit includes a proprietary video the streaming must be stopped since licenses do not allow posting of proprietary materials.

Presentations and active discussions can be recorded for later viewing so they can be seen by those not in attendance; however, they will miss group discussions unless viewing with an off-site group that can address the breakout subjects.

**WEBINAR**

With access to a Webinar platform it's possible to conduct a live session and include remote locations in every aspect of the training. There *is* a visible energy that comes from group interaction and there are many people who like to learn and relate in person vs. electronically; this option allows that energy to be communicated to remote viewers, as well as allowing remote viewers to connect as a team.

- Off-site group(s) identify a facilitator and a site to gather for the summit.
- Organizer emails the facilitator instructions and all summit materials; agenda, facilitator instructions, handouts and videos or links to the facilitator.
- District administrator sends toolkit materials or flash drive to the facilitator.
- Facilitator is trained by the organizer, by phone or in person.
- On-site presenters need to use a mic; a lavalier mic is best.
- A computer at the live site will connect by webinar with the remote group(s), showing presentations to webinar group(s) and connecting them to the on-site screen to share remote group feedback.

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- During live presentations, the on-site webinar organizer ensures the on-site computer is focused on the presenter which may involve turning the computer as the speaker moves.
- The remote site facilitator(s) show videos to their group when videos are being shown on-site. This provides much better video viewing than focusing a computer on the screen at the presentation site.
- Overview of session logistics:
  - Live presentations are streamed into the webinar group(s) by the organizer.
  - Videos are played locally at the remote sites at the same time they're played at the on-site training.
  - When the on-site attendees participate in breakout discussions, the same discussions will be guided by the facilitator at the remote site(s).
  - At the end of each breakout discussion the on-site groups provide a debrief of their discussion. The webinar on-site organizer connects the computer to the display system and projects the remote site facilitator(s)' feedback from their group(s).

## **RECORDING**

Record the live presentation portions, including the introduction of breakout session. The recorded portions, along with all print materials, can be put on the district website in segments that end as breakout groups convene. Those who go through the material may or may not participate in a group idea share but the break gives them the opportunity to consider the questions addressed in the breakouts. This is an option for some types of training but not the best for sessions using a great deal of interaction.

## **IF YOU WANT TO DISCUSS MULTI-SITE AND REMOTE OPTIONS, YOU CAN CONTACT**

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