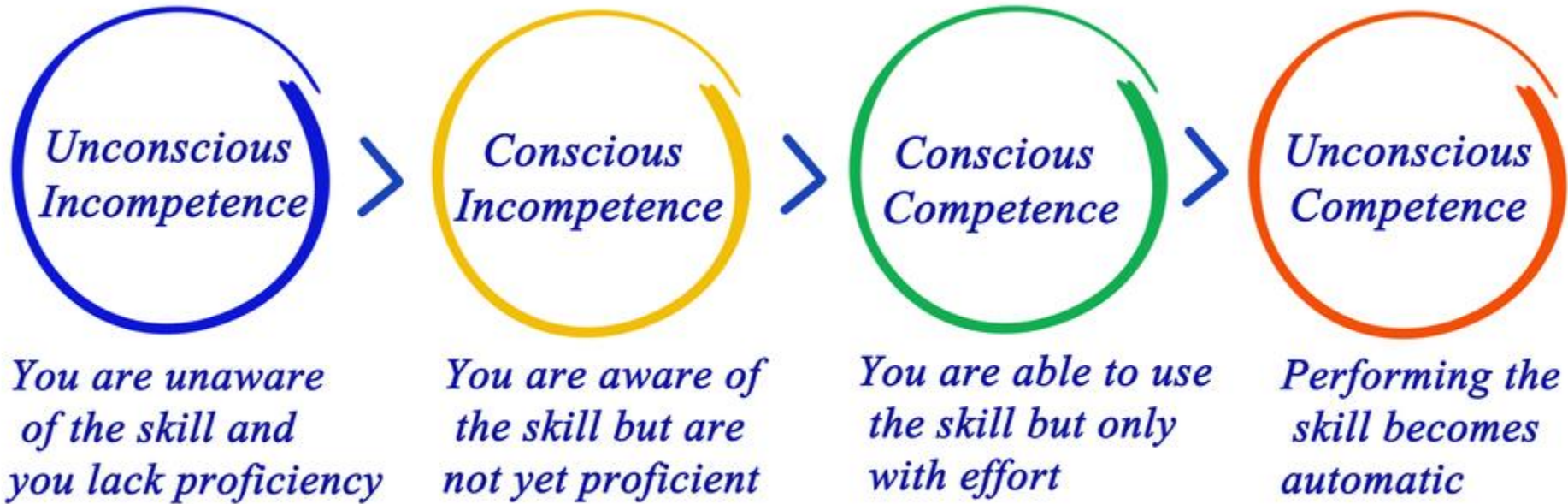




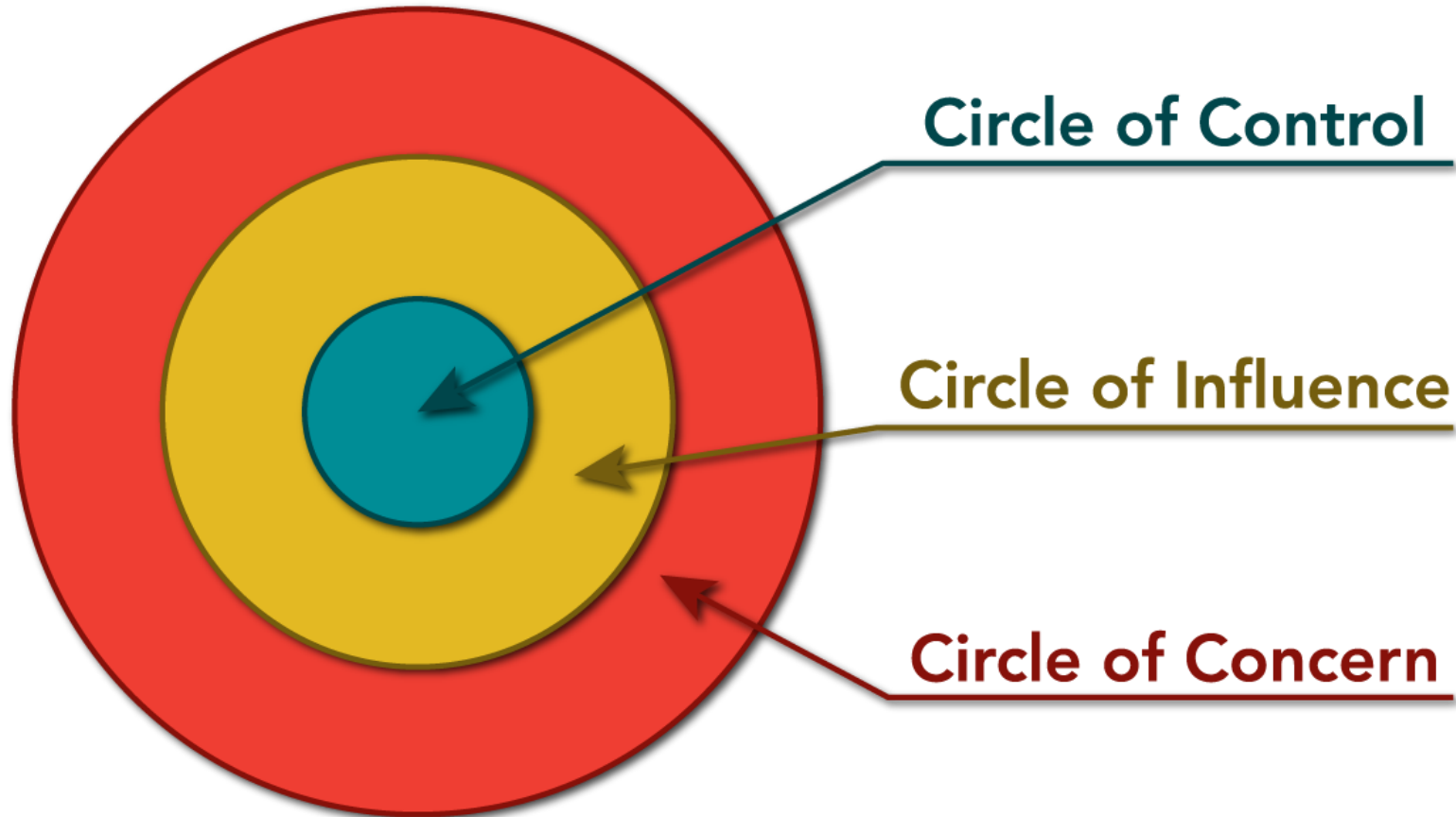
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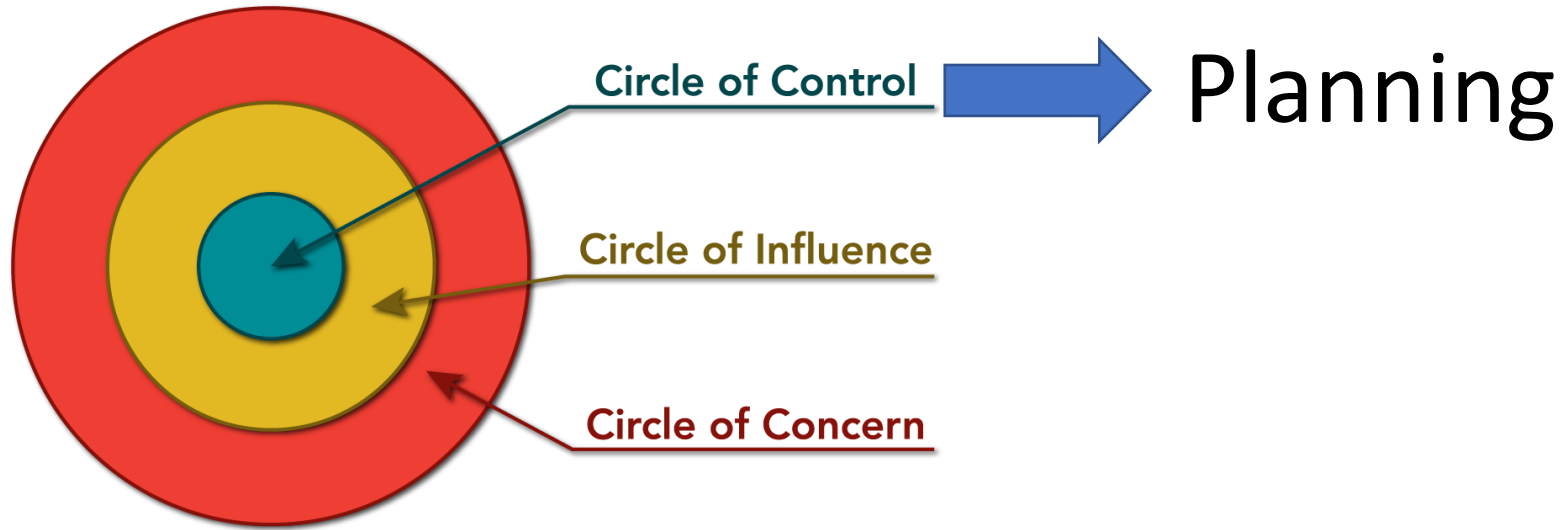
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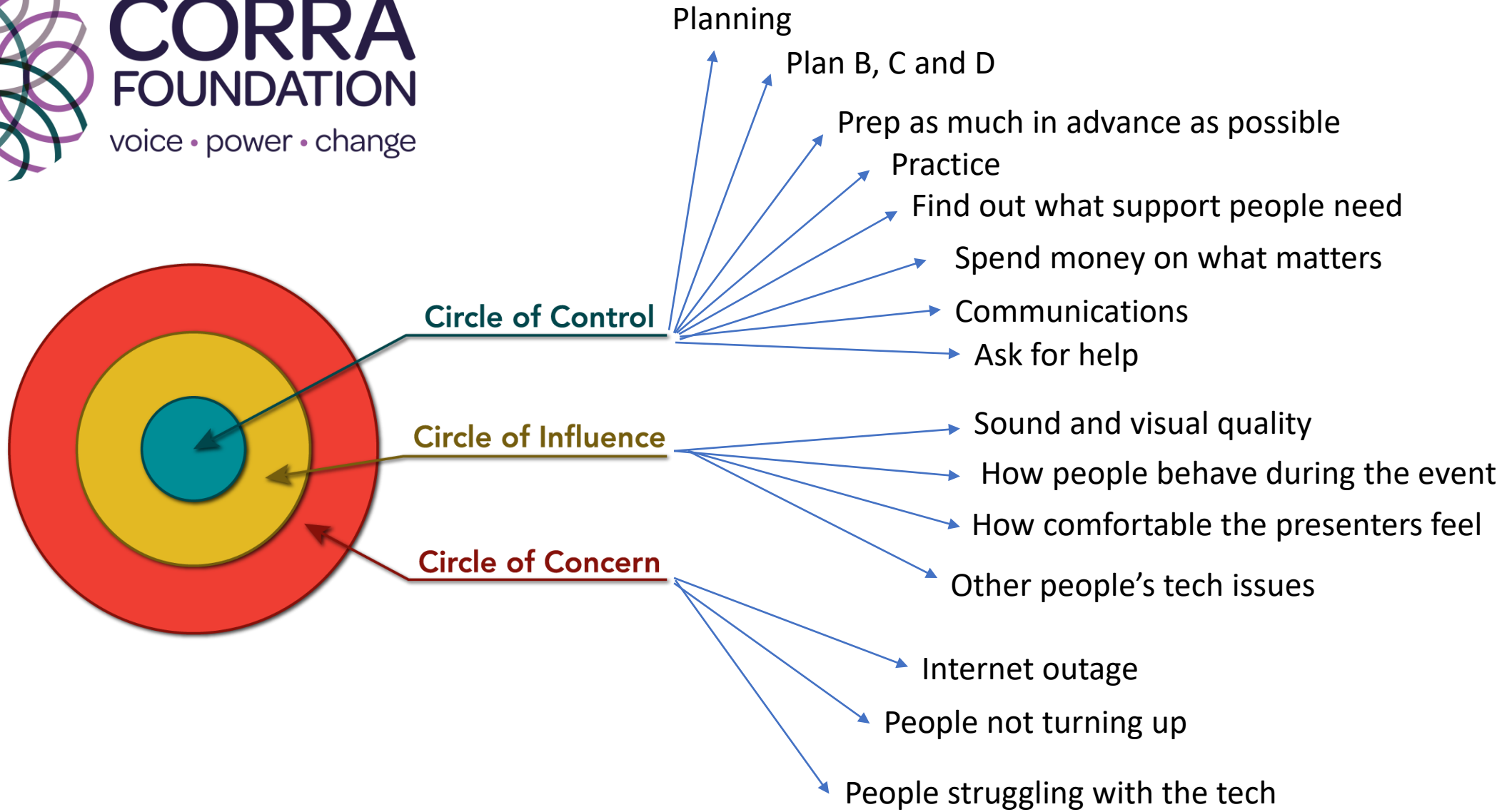
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Key info				Tech details			Key roles - please see 'Description of roles' sheet for more details										
Time (duration)	Session	Details	Contributors	Platform	Other resources	Recorded	ACTION NEEDED	Zoom meeting host	Zoom meeting co-host	Tech related chat support to participants (Lead)	Tech related chat support to participants (Back-up)	Content related chat support to participants (Lead)	Content related chat support to participants (Back-up)	Phone/email support to participants (Lead)	Phone/email support to participants (Back-up)	Social media (Lead)	Other tasks (important!)
08:45	START	Ross starts the Zoom meeting and lets Corra team and Talat in		Zoom account 1				Ross	Maren							Scheduled tweets (@CorraScot)	Eventbrite emails gets sent with all links
09:00-09:30  (30 mins)	Login	Participants begin to login and test their sound and video.  Instructions on screen ask ptps to introduce themselves via the chat and reminder to Tweet.  Ptps are reminded to have their piece	Ross McCulloch, Third Sector Lab	Zoom account 1	Spotify  Powerpoint slide 'Welcome'	Yes - all plenary will be recorded but only the Minister's speech and the 2 panel discussions will be shared	Ross decide on platform for icebreaker	Ross	Maren - we will have a second laptop signed into the main Zoom account as a back up	Paul	Maren	Ellie (post link to workshop choice doc)	Maren	Malcolm	Catriona	Scheduled tweets /  Ellie (using @CorraScot)	Play Spotify playlist (Ross)  Post link to workshop choices (Ellie)



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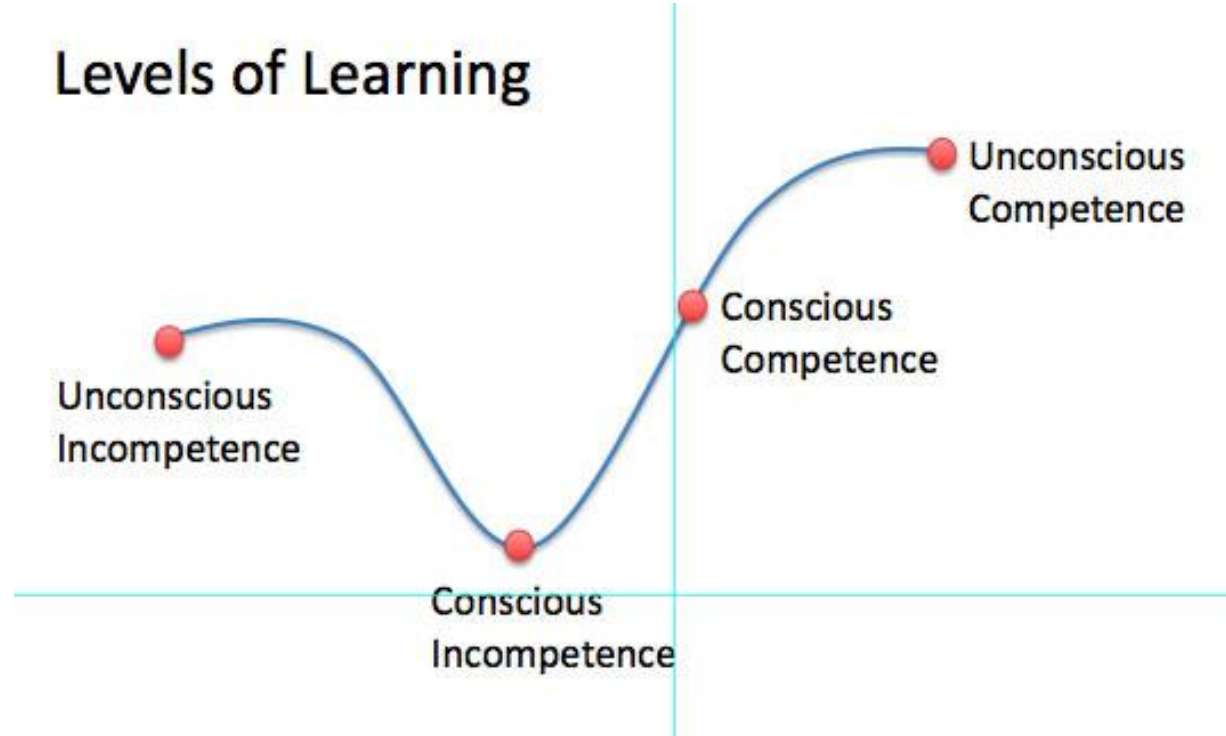




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## Levels of Learning





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