

## HOW TO CUSTOMISE YOUR VIRTUAL DEMO TO MEET THE OBJECTIVES<sup>1</sup>

Objective	Role of the participant in the outcomes	N° of Participants	Good practices for interaction during the demo
<b>Inform or train</b> a broad range of participants on a policy, decision, issue, innovative farming practice, product, tool or service	Communication and decision making is primarily one way from the demo organiser to the participants	5 - 100s	<ul style="list-style-type: none"> <li>share documents, presentations or (real-time) videos on the topic</li> <li>use the chat function and polls to engage participants and ask questions (for their understanding)</li> <li>make a video (take into account the bandwidth of the participants) or documents that participants can turn to afterwards</li> </ul>
<b>Consult</b> selected participants about a modification, resolution, issue, policy, innovative farming practice, product, tool, or service	The demo organiser asks the opinion of participants and afterwards decides if and how he/she will use it to take final decisions	5 – 100s	<ul style="list-style-type: none"> <li>use the chat and polling to obtain participant input</li> <li>use a virtual whiteboard to capture key points (similar to flip charts)</li> <li>make live notes, so people see their feedback being captured</li> </ul>
<b>Discuss</b> options for resolution, (research) development, research implementation, policy implementation with a selected group of participants and use it to modify approaches	The demo organiser uses the input from participants to make decisions	5 - 25	<ul style="list-style-type: none"> <li>participants introduce themselves</li> <li>use webcams or pictures of the participants during introduction</li> <li>make live notes to which more people can add</li> <li>collaborate on a shared, real-time document</li> <li>use polling at decision points to move the discussion</li> </ul>
<b>Collaborate</b> with selected participants with a high degree of knowledge exchange to solve problems, to make resolutions, create knowledge, develop guidelines, documents or good practices together	All participants equally contribute (have the same power) to the discussion and create output together	5 - 12	<ul style="list-style-type: none"> <li>participants introduce themselves</li> <li>use webcams or pictures of the participants during introduction</li> <li>use video calling for engagement and to see body language</li> <li>collaborate on a shared, real-time document</li> <li>use “chat” to get the discussion started and then focus on the points that come up multiple times</li> <li>make sure everybody has the opportunity to contribute to the discussion</li> <li>make live notes where on or more people can contribute to</li> <li>participants share videos (take into account the participants’ bandwidth) and pictures on how they perform a specific practice</li> </ul>

<sup>1</sup> Mainly based on: <https://coast.noaa.gov/data/digitalcoast/pdf/facilitating-virtual-meetings.pdf>