

1:1 Virtual Conversations Across the Political Divide
Time Moderator Guide

5:30-6:00

1. Pull updated Registration Roster and plan how to pair conversation partners
2. Moderator and Assistants log into the Zoom meeting
3. Moderator makes Assistants Zoom Co-Hosts
4. Do quick run through and Assistant 1 begins making Breakout Room Assignments
5. Moderator welcomes guests and posts link to the 1-1 Conversation Questions in the Chat:
<https://drive.google.com/open?id=10ykmZakSYb35nctmxGVTQANo4UIGSwTY>

6:00-6:15

6. BEGIN RECORDING

7. Introduction
 - a. Moderator and Assistants
 - b. Agenda overview
 - i. Self-directed conversation following the questions in the [CHAT](#) document
 - ii. Recording this intro for benefit of other Alliances, but will stop when you break out into pairs (Assistant 1 will do this for you)
 - iii. Then a group debrief
 - c. Zoom overview
 - i. If you are joining by phone, please bear with us a moment!
 - ii. Chat
 1. Find links to the Questions
<https://drive.google.com/open?id=10ykmZakSYb35nctmxGVTQANo4UIGSwTY>
 - a. *Does everyone have them?*
 2. If you need the Questions or technical assistance, message Assistant 2
 3. For questions about the workshop or guidance, message the Moderator
 4. You can also share your contact info privately with your convo partner if you want to stay in touch
 - a. *Let's try it! Say "hi" to everyone*
 - iii. Mute/Unmute (good for background noise and silent reflection)
 - iv. Stop/Start Video (recommended ON)
 - v. Change View (speaker vs. gallery)
 - vi. Participants
 1. Raise Hand if you have a question or need to get my attention
 2. *Let's try it! Raise your hand then lower it*
 - vii. *Any questions about using Zoom?*
 - d. **SHARE 1-1 Conversation Questions ON SCREEN**
 - i. Goals
 - ii. Ground Rules
 1. When in doubt, use the skills:
https://drive.google.com/open?id=1T_WFRogy26LAc640hVWDuSu5ezuVkyG8

- e. **EXIT SCREENSHARE**
- f. *Questions about how the conversations will go?*
- 8. Final Prep
 - a. In a moment you'll be split into pairs
 - i. Click Yes/Accept/OK if prompted by Zoom
 - ii. Check lighting and sound with each other
 - b. You'll see a timing message from me to set the pace for your first question or so, then you'll continue at your own pace per the guide
 - i. Feel free to take a bio break when needed!
 - ii. Don't worry if you don't get to all the questions
 - c. I'll let you know when we're halfway through and 5 minutes from end
 - d. Need help? Message the Moderator or Assistant 2 in the chat
 - e. **END RECORDING and BREAK INTO ROOMS**

6:15-7:45

- 9. Timing Broadcasts
 - a. 6 minutes: Should be on Question 3
 - b. 16 minutes: Should be on Question 4
 - c. 7:00: Halfway point, Part Two
 - d. 7:40: Five minutes to wrap up!
 - e. 7:44: Bring back to main room with 1 min timer

7:45-8:00 (Recording optional)

- 10. Check Out
 - a. What are you taking with you from your conversations this evening?
 - i. 2min max/person
 - 1. If you're going long, you'll see me close my hands
 - ii. Raise your hand and wait to be called on to share
 - b. Moderator's takeaways
 - i. ***"We are not enemies, but friends. We must not be enemies. Though passion may have strained it must not break our bonds of affection. The mystic chords of memory, stretching from every battlefield and patriot grave to every living heart and hearthstone all over this broad land, will yet swell the chorus of the Union, when again touched, as surely they will be, by the **better angels** of our nature."***
 - c. A few housekeeping items (you'll also receive an email)
 - i. We want your feedback!
 - 1. Post Google Form link in chat
 - ii. Post links to upcoming meetings/events in chat
 - iii. Braver Angels relies on members! Please give what you can today
 - 1. Post link in chat: <https://braverangels.org/support-us/>
 - d. Thank you and good night!
- 11. End Zoom Meeting