

Session	Duration	Time	End Time	Description	Preparation
Setup	1:00	12:00	1:00		*See "setup" tab
Capstone Students arrive		12:15	12:15		
Registration	0:15	1:00	1:15	Guests arrive, sign in, and get food. Guests make name tags. Although guests will need to write their names on the name tags, each name tag will already have a symbol on it that will later be used to separate guests into small groups/breakout rooms. We will have approximately 10 name tag symbols and 10 breakout rooms for small discussion ready. We will put approximately 10 people into each group, so each symbol will be written on 10 name tags. To be sure a) we have enough guests per small group and b) guests are not seated with the people they walked in with, we will choose five of the different name tag symbols and alternate handing out those until we have filled the first five small groups. If more people come, we will use the remaining symbols. Guests will also pick up packets containing paper materials/forms needed during event	OCCoA to bring attendance sheets and prepared name tags that are blank except for a to-be-determined breakout room symbol.
Introduction	0:15	1:15	1:30	Welcome, Review agenda, introduction of DoA, Capstone, and 2012-2017 MAP.	Janice to welcome guests, introduce Bernadette Pelissier - BOCC - to speak (15 minutes). Janice introduces Mary, Heather, and Katherine. Katherine will guide activities.
Aging Context Presentation	0:15	1:30	1:45	Aging Context presentation to present numbers and statistics on the scope of aging at the national, state, and county levels.	
What is Aging in Orange County Like for Those Living It?	0:15	1:45	2:00	One older adult resident of Orange County and one caregiver resident of Orange County will each give a brief personal reflection of their experiences with aging and caring for an aging loved one in Orange County to put a face to the numbers and statistics.	Capstone Team makes sure the speakers are present and prepared.
Formative Assessment	0:20	2:00	2:20	Description of summer formative work and what we have learned so far about community priorities.	
Summary				Recap morning presentations: We conveyed what we know about aging in Orange County, heard two personal stories, and what we have learned so far. Explain that after the break, it will be the participants' turn to share what they think is important. We will split into small groups of 10 people and have a discussion about these priorities and come up with more priorities. Announce the break.	
Break	0:20	2:20	2:40		
Small Group Discussion	0:45	2:40	3:25	Participants form small groups of 10 people, each with a Capstone or DoA staff member to facilitate the discussion. Facilitator explains that the goal of the discussion is to add to the list of topics to be prioritized. The facilitator will have questions to guide discussion and elicit thoughtful responses. If the group has trouble coming up with new topics, the facilitator can propose potential ideas. After coming up with new topics (or if the group has no new topic ideas) facilitator will ask questions to generate and record specific concerns within already discussed topic areas. Facilitator is responsible for taking detailed notes to ensure we capture . These notes will be given to the work groups.	Capstone Team to create short forms for participants to fill out with new topic ideas as well as facilitation guides to help each small group facilitator direct the conversation. Small group facilitators also hand out cards for large group prioritization and explain what they are going to be used for.
Break	0:15	3:25	3:40	Capstone Team/DoA will collect new topic forms from facilitators and determine which new topics will be added (ex: determine if new topic ideas from different groups are actually the same or can be combined under a more general topic etc (?). New topics will be added to the existing list of topics that will be presented on the big screen. New topic names will also be added to the graph that will depict the number of votes per topic.	Capstone Team/DoA to create list and graph to be projected on large screen with formative assessment topics written in advance of the forum and blank areas to fill in information during forum.
Large Group Prioritization	1:00	3:40	4:40	List of all previous and new topic areas is projected on the large screen. Briefly explain the newly added topics. Explain the prioritization process and how it is going to work. Guests will be given X minutes to think about which three topic areas are most important to them. Then, emcee will call out the first topic. Guests who feel that this is a priority topic will pass forward one of their three cards. Once all cards have been collected for the first topic, the emcee will call out the second topic, and so forth. A different DoA staff or Capstone student will collect and count cards for each topic area (?). The number of cards for each topic area will be displayed in graph form on large screen. The 6 most voted on topics garner the most interest for being included in MAP. These topics will be presented to the MAP Steering Committee, who will approve them as work groups.	Need flip charts that have legend for card colors (blue=1st priority, etc.) and PPT slide that has the prioritization topics.
Closing Remarks and Evaluations	0:20	4:40	5:00	Thank guests for their participation. The next step will be to present prioritized topics to MAP steering committee. Encourage participants to fill out and submit the work group interest sheet. Encourage participants to fill out evaluation about the community forum. Optional form to write specific ideas for MAP strategies to be given to work groups (?) Forms will be found in MAP packet given at beginning. Baskets/bowls etc where guests can place these forms as they walk out (?)	Heather Altman to prepare remarks. Capstone Team to create evaluation forms and work group interest sheets.
Follow-Up				1) Compile evaluation information 2)Compile notes from small groups and divide according to workgroups 3) Make a spreadsheet of people interested in each workgroup 4) Thank-you email to participants with brief reminder summary of findings 5) Summary in Senior Times/flyer	

Facilitator / Presenter	Important Documents/ Materials	Seating Assignment	Important things to determine
OCDaA Capstone	*See "setup" tab		*See "setup" tab
OCDaA, Capstone, My-Linh Luong	*See "setup" tab	Theater	Details of name-tag/ breakout rooms system
Janice Tyler, Bernadette Pelissier	Aging Context and Formative Assessment Presentations	Theater	Do Mary, Katherine, and Heather want to speak? Who will emcee? Heather? How long will each person speak?
Mary Fraser	Aging Context Slides	Theater	
Gretchen Hurley	Notes for speakers	Theater	Determine exactly who will speak. Gretchen (if possible) representing caregiver and resident of Chapel Hill and rural parts of Orange County. Other older adult speaker ideas?
Rebecca Woodruff and My-Linh Luong Katherine Leith	Formative Assessment Slides	Theater	
Small group facilitators - Pam, MaryAnn, Caroline, LaTonya, Anna, Kathy Porter, Kathie Kearns, Myra, Corina, Isabell, Jan Wells, Leo, Alex, Heather, Sherri, Jessica, Peggy, Jean, Debbi	New Topics Form Facilitation guides.	Breakout Rooms	Breakout locations: Ash, Birch, Dogwood, Great Hall, Outdoor patio (?), Café, Conference room (?), Auditorium (?) Exactly what will be said, what questions will be asked, what will happen during small group discussions so that it's 100% smooth. Will each participant get a "new topics" form and only one "official" form per group? Or will only facilitator write?
Capstone Team and DoA	Topic area list and graph Butcher block ppr /foam board (?)	Theater	Should formative research and new topics be projected only on large screen and forget butcher block/ foam board? (i'm thinking so bc no more dots, but not sure)
Capstone Team -go over list of topics, explain voting process. Tell participants to think about how important the issue is to them and if it is something that they think we can impact in the next 5 years.	full script or speaking points for emcee (?) prioritization cards formative research and new topic list graph that will depict the number of votes per formative research and new topics	Theater	How long will this prioritization process realistically take? Make sure we are entirely prepared and know all details of large group prioritization process to make sure it goes smoothly.
Heather Altman Capstone Team	Slides Evaluation forms Work group interest sheets	Theater	Optional form to write specific ideas for MAP strategies to be given to work groups? Or should this be given during small group discussion? Or not at all?