

How to Run a Virtual Open Space



NOTE:

Running an open space online requires a total understanding of in-person open spaces first. Please make sure to view the accompanying material first.

GET READY!

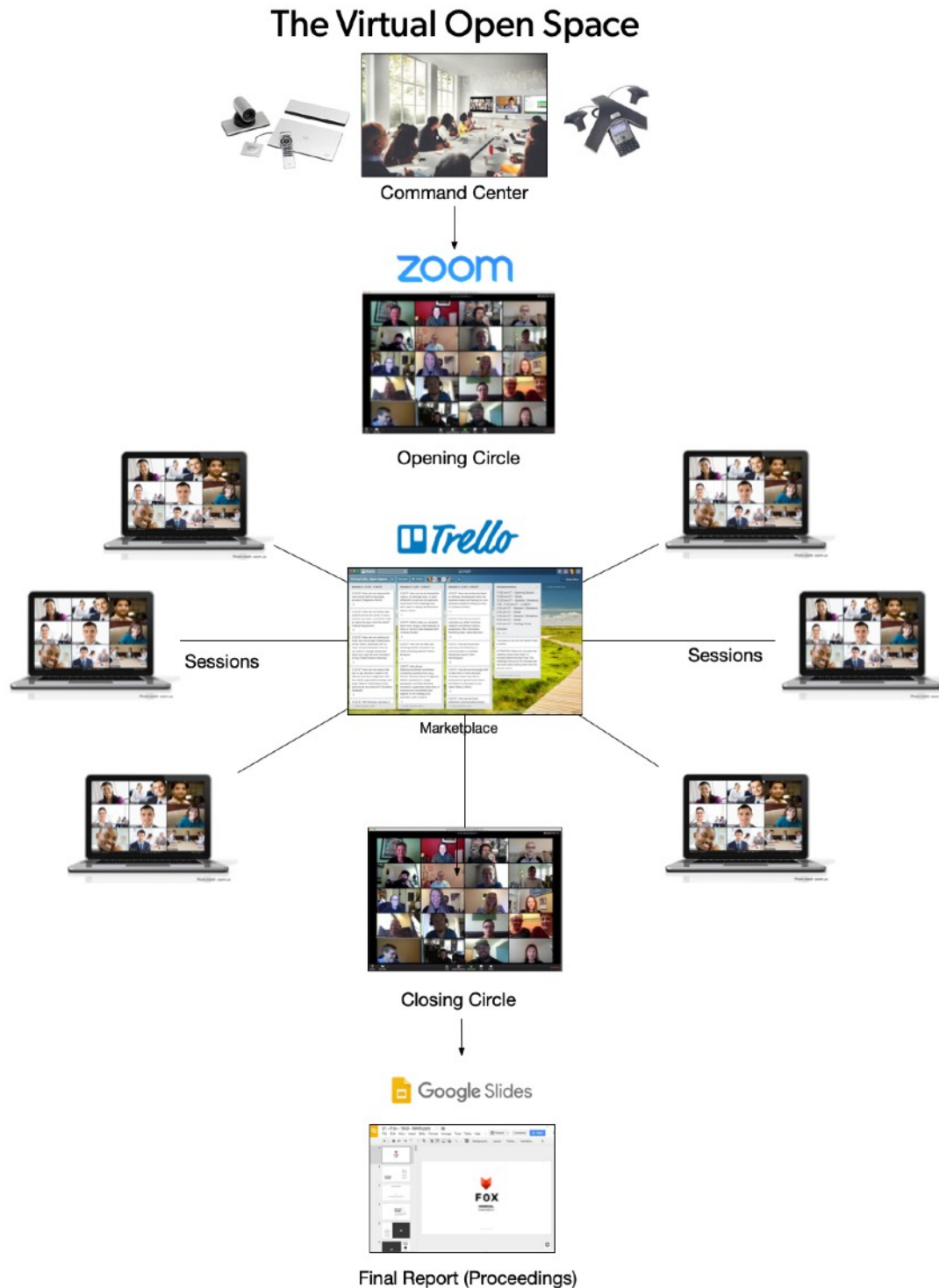
Running an open space online can be fun and easy when you have all the right pieces in place. People love the interaction. They love getting to choose the sessions they go to, and all without leaving their home or office! This guide will help you select the right tools and then put them together

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Overview

Most people's first question is how the heck do I do this, from a technology perspective. Here is the overview of how it works. We'll go into each of these individually.



The Command Center



Ideally you have one place to coordinate all activities. That includes:

- A large room and table
- Flat wall screen to show the main Zoom room
- (optional) Cisco or other Virtual camera system so that you can show everyone the entire Command Center
- Individuals with laptops to monitor the individual sessions.
- Food and drinks!

The Facilitator



The facilitator plays by all the same rules in a standard open space. (Make sure to see those guides in the kit).

I always love to use a clipboard because it makes me feel like a film director! And this is a great story you're in the process of making.

Remember the facilitator is not the same as the sponsor (if this is at a company). The sponsor is the highest authorized person available who is deputizing you as the person to lead this and hold the open space.

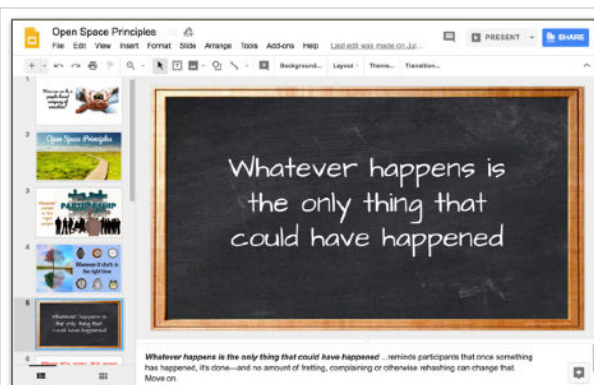
Remember, as the facilitator you are there to hold space and NOT to participate. If you want to participate, I advise training someone else to do it, or bringing it me or another pro to do it for you.

The Opening Circle

The opening circle is where everyone comes together to hear the facilitator tell how the game will be played. They all come together in one big Zoom room. You'll run the opening circle much the same way you would run any other open space but with slides for the signs.



Opening Circle

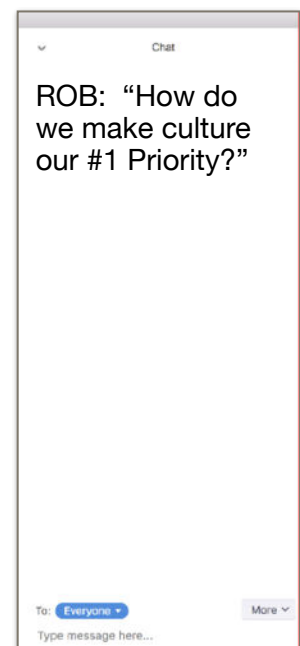
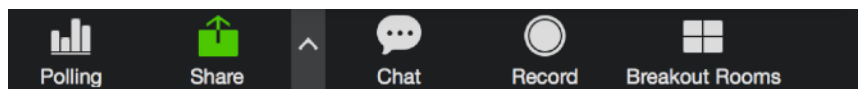


Signs to display

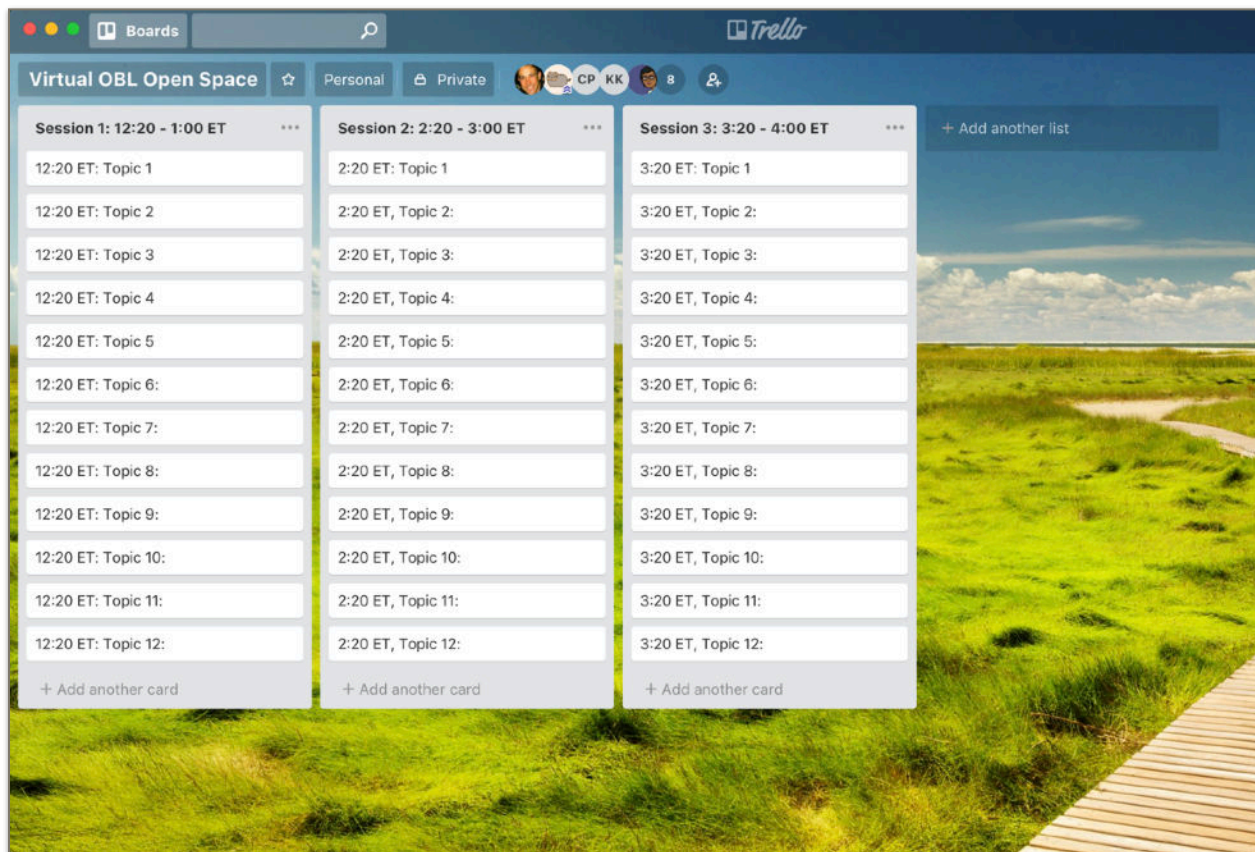
You can make the signs very creative or have your volunteers do it. (They'll surprise you!)

Use the Chat area on Zoom for people to announce their topics.

Then you can either call on them (unmute them) to announce it live.



The Bulletin Board



The Bulletin Board is where people place their ideas for sessions (it becomes the Marketplace when the board is filled up, because then it's a marketplace of discussions to choose from).



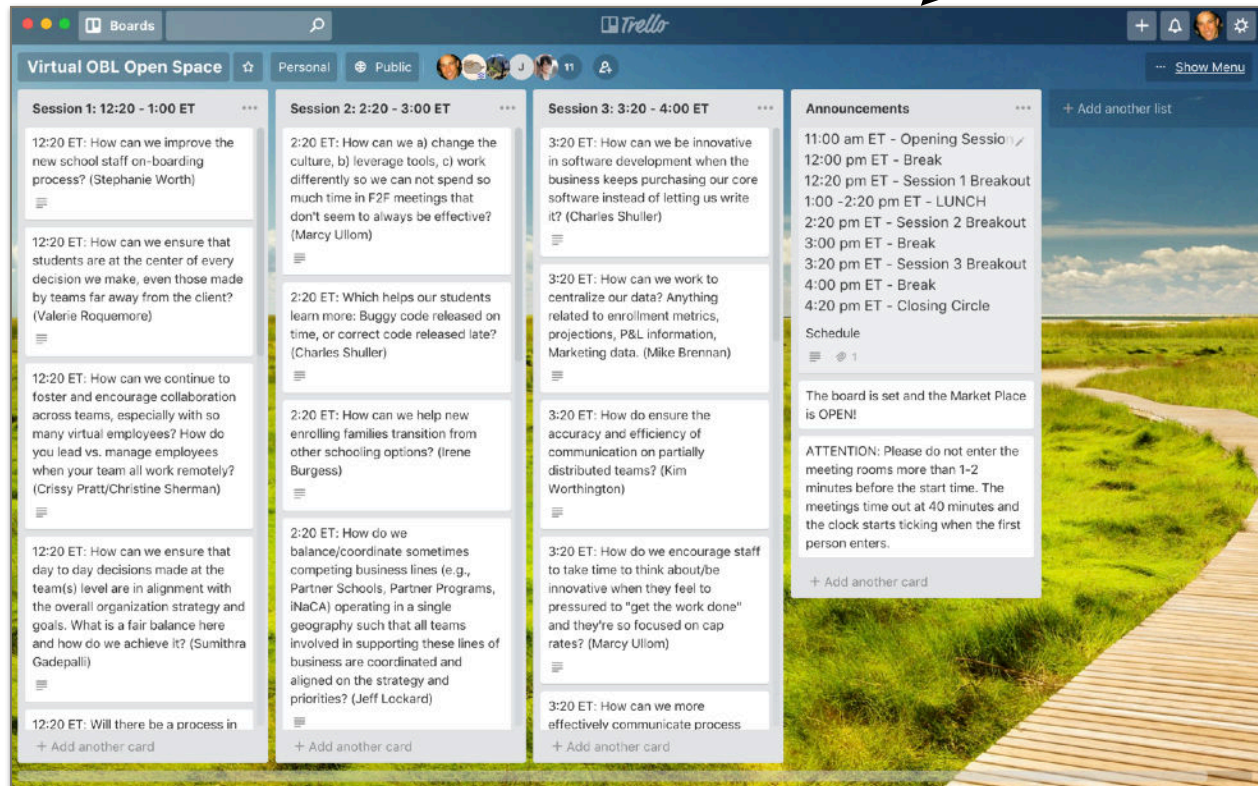
You can set this up in advance with your Trello board. If you don't know how to use it, just search for "How to use Trello" on Youtube.

See the guides on scheduling to pick your times.

Generally the number of rooms is the total number of people divided by 8 for groups under 100. And divided by 12 for groups over 100.

The Marketplace

This is an image of the schedule so everyone knows the timeframes.



The Marketplace is where you put the topics as sessions (see the details on the next page). Each one takes place in a separate Zoom room.

Your volunteer crew in the Command Center will help you to fill out topics as they are said. NOTE: Make sure they do it in the form of questions, and that each has a person's name next to it.

Make sure to remind them that session leaders are free to merge their sessions if they both agree to do so. If they do, they need to contact someone in the Command Center to merge them on Trello.

NOTE: Make sure to include breaks for people to eat and go to the bathroom! (generally an hour for lunch and ten minutes in between sessions)

The Sessions

12:20 ET: How can we improve the new school staff on-boarding process? (Stephanie Worth)

in list [Session 1: 12:20 - 1:00 ET](#)

Description [Edit](#)

Meeting Link: <https://zoom.us/j/226653724>

Notes Link:
<https://docs.google.com/presentation/d/1kDdDw7tbHd8qaMzJiK7ejx4yWVtMpIcYQzIE1ByxUDo/edit#slide=id.p>

If you are having trouble or have questions, please Google Chat Rachel Smith, Kim Kerry, Chris Pupillo or Judy Campf.

Add Comment

Write a comment...

Save

Activity [Hide Details](#)

Brittany Piegari added this card to Session 1
Jul 16 at 1:07 PM

Add

- Members**
- Labels**
- Checklist**
- Due Date**
- Attachment**

Actions

- Move**
- Copy**
- Watch**
- Archive**


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This is what you see if you click on any card.

Each session has the link to the Zoom room (covered on the next page), plus a link to the template for the person to take notes.

People can come back to the board if they want to change rooms.

NOTE: It can also include whom to contact if there are any problems.

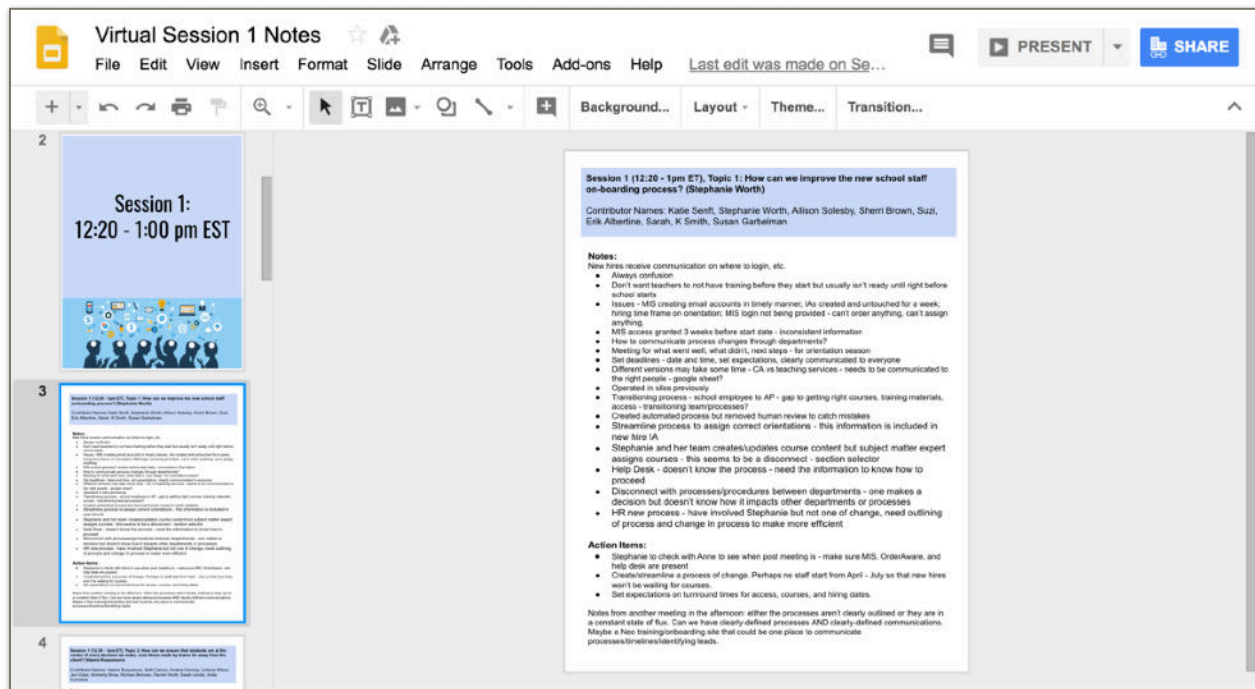
<div>  </div> <div> <h2>Basic</h2> <p>Personal Meeting</p> <h1>Free</h1> <div>SIGN UP, IT'S FREE</div> <ul style="list-style-type: none"> Host up to 100 participants Unlimited 1 to 1 meetings 40 mins limit on group meetings Unlimited number of meetings Online support + Video Conferencing Features + Web Conferencing Features + Group Collaboration Features + Security </div>	<div> <h2>Pro</h2> <p>Great for Small Teams</p> <h1>\$14.99</h1> <p>/mo/host</p> <div>Buy Now</div> <ul style="list-style-type: none"> All Basic features + Includes 100 participants Need more participants? Unlimited meeting duration for all meeting sizes User management Admin feature controls Reporting Custom Personal Meeting ID Assign scheduler 1GB of MP4 or M4A cloud recording </div>
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What's great is you can do each session with a free Zoom account, IF you are limiting them to 40 minute sessions, and you do not need a recording.

NOTE: The 40 minutes starts right when you open the room, not when the actual discussion starts.

NOTE: It's ideal to turn off the chime so that sessions aren't interrupted each time someone comes in.

The Reporting



Google Slides provides a great tool because everyone can type into one document. This makes it far easier than compiling a lot of different documents.

We tried this with Google Docs instead of Google sheets but it makes everyone's cursors dance around a lot.

Make sure your template includes:

Session title
Attendees
Notes
Action items

TO COPY this one, go to:

<https://tinyurl.com/openspacenotes>

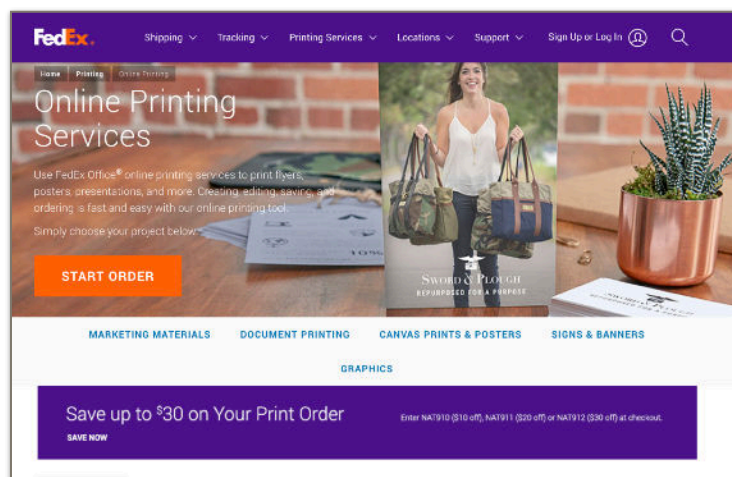
The Closing Circle



Get everyone back in the big main Zoom room for the closing circle. If it's small enough, everyone can say their part.

But for most, you'll do it "Popcorn style" meaning anyone can just start speaking. But set a time limit (usually 20-30 minutes).

Let people know they all have access to the report, and if possible print it up. FedEx provides really easy printing and mailing options:



Virtual Open Space Checklist

TASK	IN PROCESS	@WAITING	DONE
Get your conference room booked			
Test out video teleconference technology			
Get paid Zoom room for opening circle			
Get free Zoom rooms for breakout sessions			
Sign up for Trello			
Determine date of event			
Determine time of sessions			
Set up Slides for notes			