TIPS FOR ADAPTING MEETING PLANS FOR ONLINE DELIVERY

TRAFFICK STOP

Ideally, TraffickSTOP meetings will be held in person, but we understand that circumstances may require virtual meetings. The meeting plans have been designed to translate well to a virtual environment, should the need arise. If meetings take place virtually, using video should be encouraged (but not required). Below are a few tips that will help facilitators if meetings are held virtually.

FAMILIARIZE YOURSELF WITH THE TECHNOLOGY

There are several differences across various online meeting platforms. Find out which one your district uses and practice using key features such as chat, breakout rooms, polls, and screen sharing before meeting with team members. These features can help with engagement. For instance, breakout rooms divide people into smaller groups for discussions or activities, which can encourage participation from all team members. Polls can be used to obtain anonymous feedback and gauge how students are responding to the curriculum. Being knowledgeable about the technology will also allow you to troubleshoot if team members need assistance and should help you avoid major technical issues so you can spend valuable meeting time focused on content and discussion.

REMEMBER THAT EVERYONE'S HOME LEARNING ENVIRONMENT IS NOT THE SAME

It's possible that your TraffickSTOP team members will come from a variety of socio-economic backgrounds and family dynamics. Some team members will share a computer or tablet with siblings or use the local library to access the Internet. Joining an online meeting may be more challenging for some. Show team members that you are happy to see them without making them feel singled out or self-conscious.

CREATE SPACE FOR SENSITIVE TOPICS

TraffickSTOP meeting plans are designed to facilitate discussion around a variety of topics, many of which can be sensitive. Encourage team members to find a quiet, private space to participate in meetings, and ask students to turn their cameras on. Remind students that their team member agreements, including confidentiality, apply in virtual environments, just like in the classroom. Virtual meetings also provide the option for team members to participate via chat, which can promote participation from those who tend to be quieter in a live group.

GIVE ME A BREAK

It may be harder to hold team members' attention in a virtual environment, and individuals may experience video chat fatigue. Breaks are not required because meetings should not be longer than one hour, but consider providing short breaks if team members seem tired or restless. They can use this time to get a drink, snack, use the restroom, stretch, and take their eyes away from the screen for a bit.