

# Logistics Guide

Time	Min	Event Participants	Logistics
7:00am – 8:00am	15	Registration	<b>Chris, Matt, Adam, &amp; Eric:</b> Check to make sure all items listed in the <u>Summit Materials &amp; Set-up</u> document are attended to before 8:00am
8:00am – 8:30am	15	Registration	<b>Lacey:</b> Check-in participants
<b>8:30am – 9:25am</b>	<b>55</b>	<b>Introduction &amp; discussion on most important factors of disaster preparedness</b>	
8:30am – 8:50am	20	Introduction	<b>Chris &amp; Lacey</b> – Put together envelopes & stickers for individuals that registered onsite.
8:50am – 8:55am	5	Participants Move to Breakout Rooms	<b>Chris</b> - Perform final walkthrough of breakout rooms (see <u>Summit Materials &amp; Set-up</u> )
8:55am – 9:20am	25	Small Groups Discuss Most Important Factors of Disaster Preparedness	<b>Chris - Print Group Work:</b> As the <u>Most Important Factors</u> documents are saved to the “Most Important Factors” folder, print out 15 copies for each group.
			<b>Eric – Deliver the copies:</b> For each group, take 12 copies of their <u>Most Important Factors</u> document and deliver them to the group in room 200. Hold 3 copies back and once all of the groups’ copies have been made make 3 sets of all 6 groups and deliver them to Dan Robeson, Adam Crowe, and Matt May.
9:20am – 9:25am	5	Participants Move to Large Room (room 200)	<b>Adam</b> – Pull up the <u>Final Factors</u> document to have displayed on the main screen in room 200.
<b>9:25am – 10:30am</b>	<b>65</b>	<b>Defining factors of preparedness, what we do best, and our most critical gaps</b>	
9:25am – 9:30am	5	Introduction to Second Session	<b>Matt</b> – Have <u>Final Factor Signs</u> pulled up on computer in room 200 (with printer attached) ready to create signs
9:30am – 9:50am	20	Small Groups Report out on Most Important Factors (approx. 3 min. each)	<b>Sarah McMeans</b> – Please capture the discussion that takes place regarding final factors.
			<b>Adam</b> – As participants agree on changes to the original 25 factors, update the <u>Final Factors</u> document accordingly. This document will be displayed for the entire room as its being updated.
			<b>Matt</b> – Provide a printed Final Factor Sign to Eric Matthews as the participants agree on the final factors. Use the <u>Final Factor Signs</u> to create the signs. Print the sign on site and give it to Eric.
			<b>Eric</b> – As the final factors are established by the participants, receive the sign from Matt May, check to make sure it matches the factor displayed on the screen, then post the sign above the strips of newsprint and record the Final Factor Number (corresponding with the number on the number on the strips of newsprint) in the lower left corner of the sign.

9:50am – 10:00am	10	Participants identify the most important preparedness factors	
10:00am – 10:10am	10	Participants identify what areas we do best in and why	<b>Adam and Matt</b> - The top strip of newsprint (labeled Factor X – Round 1) should be removed quickly from each of the factors (even those that didn't receive any dots). The round 1 strips should be kept in order and kept in a location nearby.
10:10am – 10:20am	10	Participants identify what is the most critical gap and why	<b>Eric</b> - Check to make sure that the newsprint strip showing under each factor is labeled (Factor X – Round 2).
10:20am – 10:30am	10	Break	<b>Adam and Matt</b> - As soon as the multi-voting for round 3 ends, the votes should be tallied and the 6 factors with the highest votes need to be identified ASAP. These factors (critical gaps) should be inserted in the <u>Critical Gap Breakouts</u> Slide and displayed for all participants in room 200.
<b>10:30am – 11:30am</b>	<b>60</b>	<b>Defining our gaps and identifying potential solutions to address them</b>	
10:30am – 10:35am	5	Review of votes and identification of rooms to discuss most critical gaps	<b>Chris &amp; Eric</b> – Prepare the breakout rooms for the Critical Gap breakout session (clean up any materials from last session; distribute Critical Gap documents, etc.)
10:35am – 10:40am	5	Participants move to breakout rooms to discuss most critical gaps	
10:40am – 11:20am	40	Small groups discuss the gap & identify potential solutions for addressing it	<b>Lacey</b> – Ensure that lunch arrives by 11:00am and is set up with drinks by 11:20am.
			<b>Chris &amp; Eric</b> - Bring out the newspaper strips from rounds 1 and 2 and post them with their respective factor so everyone can see the final votes for each round. Then, record the #of dots for each round on the bottom of the factor wall sign. Also record these numbers and fill out the <u>Final Votes</u> document. Once the <u>Final Votes</u> document is complete, print 70 copies of it to hand out at lunch
			<b>Chris &amp; Eric</b> – Around 11:15am, begin checking to see if the Critical Gap documents are being saved as final. Once they are saved as final, print 60 copies of each to be handed out at lunch.

11:20am – 11:30am	10	Break & participants pick up lunch to bring into large room (room 200)	
<b>11:30am – 12:30pm</b>	<b>60</b>	<b>Lunch and further discussion on our gaps and solutions for addressing them</b>	
11:30am – 12:05pm	35	Groups report out on gaps & solutions (5 min. presentations with Q&A on ea.)	<b>Chris &amp; Eric</b> – Prepare breakout rooms for capability assessment sessions. (see <a href="#">Capability Assessment Session Set-up</a> document)
12:05pm – 12:20pm	15	Final thoughts on open dialogue session	<b>Sarah McMeans</b> – Please capture the discussion regarding capability gaps and the final thoughts on open dialogue session.
12:20pm – 12:30pm	10	Break	