**Open Science Student Support Group: Session Agenda**

Thank you for participating in an Open Science Student Support Group session! This guide will outline what the session is about, the session agenda with key roles outlined for each agenda item, discussion questions for each round, and challenges that will be given to attendees based the session topic.

**Session topic:** *{insert session topic here}*

**Date:** *{insert date here}*

**Time:** *{insert time here}*

**Location:** *{insert location and/or URL}*

**People:**

|  |  |  |
| --- | --- | --- |
| **Role** | **Name(s)** | **Zoom Role** |
| Presenter(s) |  | Co-Host |
| Main facilitator |  | Co-Host |
| Zoom facilitator |  | Host |
| Breakout facilitator(s) |  | Co-Host |

**# of attendees:** *{insert registered attendees}*

**Session description:**

*{Insert session description}*

**Land acknowledgement**

*Please include the land acknowledgment that you would like to Main Facilitator to use here. This can be customized as you see fit. You can find UCalgary land acknowledgements and cultural protocols at:* [*www.ucalgary.ca/indigenous/cultural-protocol*](https://www.ucalgary.ca/indigenous/cultural-protocol)

**Session agenda**

*This is an example agenda for a typical session with a presenter and two breakouts. Customize the agenda, time slots, and resources as necessary for your session!*

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Length** | **Item** | **Resources** |
| 4pm | ~5 min | Welcome and introduction  Land acknowledgement (see above) | Main facilitator |
| 4:05pm | ~10 min | Round 1 (full group)  Introduction/Check-in   * Name * Preferred pronouns * *{Insert icebreaker question}* | Main facilitator |
| 4:15pm | ~20 min | Presentation | Presenter |
| 4:35pm | ~10 min | Questions to the Presenter | Main facilitator |
| 4:45pm | ~ 5 min | Break | Main facilitator |
| 4:50pm | ~20 min | Round 2 (breakouts)  *{Insert questions for the breakout conversations and any information you want the main facilitator to share}* | Main facilitator  Zoom facilitator  Breakout facilitators |
| 5:10pm | ~15 min | Round 3 (breakouts)  *{Insert questions for the breakout conversations and any information you want the main facilitator to share}* | Main facilitator  Zoom facilitator  Breakout facilitators |
| 5:25pm | ~5 min | Wrap up   * Report back/thoughts from breakouts * Introduce topic for next session | Main facilitator |

**Challenges:**

*Include the session challenges here, so that facilitators have easy access to them during breakout conversations.*

Learn more about it!

Talk about it!

Try it out!

Implement it!