Preparation Notes for CNM AI Convenings

CNM + MICROSOFT Initiative

## Final Thematic Topics and Descriptions

| Legend: Jen CNM Zoom Staff |
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# Wednesday, September 11: The Landscape of AI: Capabilities, Ethics and Strategies for Nonprofits

In this first virtual thematic convening, we will explore the landscape and current capabilities of AI tools, discuss AI ethics and responsible applications, strategize on how your nonprofit can harness AI effectively and have a fireside chat discussing current AI/ML applications in nonprofits created by students in Break Through Tech AI @ UCLA and MIT.

Flier copy:

🌟 Join Our Virtual AI Convening for Nonprofits! 🌟

Explore:

• AI tools & capabilities

• AI Ethics & responsible applications

• Effective AI strategies for nonprofits

Featuring a fireside chat with Dr. Kevin Graham on AI/ML applications in nonprofits, featuring projects by Break Through Tech AI students @ UCLA and MIT!

9:00 - 9:10 a.m.

## Welcome and Introduction (10 min, 9:00 - 9:10 a.m. )

### Greeting CNM + Facilitator

### CNM intro/Tech Items/Introduce Facilitator

### Share Survey

### Intentionality about entering this space together (3 deep breaths)

### Full Convenings Agenda (Slide)

#### Jen: Include why we aren’t covering HR, but resources will be provided

### Jen: Intro to this session (agenda – mention 2 breaks)

### Jen: Today’s Agenda (Slide)

## Overview of Generative AI (20 min, 9:10 - 9:30 a.m. )

### Warm up / interactive activity:

### IN CHAT: Have you been using AI tools? If so, which ones and for what purpose?

### [~~CNM - please paste this Jamboard link in the chat: https://jamboard.google.com/d/13n8KaLykQlJepfLv53sQg7Z0EhJPYovPdOD5-WVaI-k/edit?usp=sharing~~](https://jamboard.google.com/d/13n8KaLykQlJepfLv53sQg7Z0EhJPYovPdOD5-WVaI-k/edit?usp=sharing)

### Facilitator shares uses, comments on them as they are posted

### Mention those we will cover in future convenings

### Overview of AI

### How AI Works: Large Language Models Demystified

## The Art & Science of Prompting (30 min, 9:30 - 10:00 a.m.)

### Participant Engagement (Can respond in chat or verbally - 3 min)

### In Chat: What do you think the LLMs need to best respond to a user query? What do they need to know about the task for the best output? In other words, what types of context do you think LLMs need to produce the best output?

### Facilitator shares prompt formula (22 min)

### Pulse Check: Review of Q&A (5 min)

### 

# 10-min break - 10:00 - 10:10 a.m.

## Demo of ChatGPT, Perplexity.ai and Runway (30 min, 10:10 - 10:40 a.m.)

### Demo ChatGPT (10 min)

### Demo Perplexity.ai (5 min)

### Demo Runway (5 min)

### Nonprofit Applications

### Q & A (5 min)

## Overview of AI Ethics & Responsible AI (30 min, 10:40 - 11:10 a.m.)

### Jamboard activity: Concerns? (7 min)

### [CNM - please paste this Jamboard link in the chat: https://jamboard.google.com/d/13n8KaLykQlJepfLv53sQg7Z0EhJPYovPdOD5-WVaI-k/edit?usp=sharing](https://jamboard.google.com/d/13n8KaLykQlJepfLv53sQg7Z0EhJPYovPdOD5-WVaI-k/edit?usp=sharing)

### AI Ethics: The Philosophy Behind AI Approaches (10 min)

### Responsible AI: Putting our AI Ethics into Practice (12 min)

* + 1. As a group, review concerns and attribute Responsible AI area to them (3 min)
    2. CNM to screenshot concerns and send to Jen
       1. I will give it to ChatGPT to organize in a table(3 min)
    3. ~~Sample AI Policy Template Overview (5 min)~~

# 5-min break, 11:10 - 11:15 a.m.

## Fireside Chat & Q&A: AI Solutions through Break Through Tech AI (30 min, 11:15 - 11:45 a.m.)

### Intro of [Dr. Kevin Graham](https://www.linkedin.com/in/kevin-graham5/) - Break Through Tech AI @ UCLA Site Director

#### Read bio

#### Jen: Kevin, please tell us more about yourself and how you became involved with Break Through Tech.

##### Kevin to intro himself more / how he got into this work

#### Jen: We’d love for you to tell us more about this program.

##### Kevin to intro BTT AI

#### Jen: Please share how BTT AI is working with nonprofits integrating AI tools into operations.

##### UCLA: LA2050.org - Goldhirsh Foundation

##### MIT: CNM’s Project

##### MIT: BRC’s Project

#### Jen: How did these nonprofits submit these projects?

##### Kevin to share when/how proposals are submitted.

#### Jen: Thank you to Kevin & Kevin / BTT AI contact info

* + 1. CNM Project students arrive, share about themselves and BTTAI

## Wrap-up and Reflections (7 min, 11:45 - 11:52 p.m.)

### Jen: Please tell us in the chat: What stuck with you today? What is one thing you’re going to take back to your org?

### Jen: Final takeaways – recap top 3 tips (slide)

#### Start getting familiar with it.

#### Apply the prompt formula, but feel free to edit as you see fit for the task.

#### Discuss with your org if/how you will incorporate generative AI

### Jen: Facilitator’s contact info (slide w/ QR code for LinkedIn and AI training inquiries QR code)

### Michelle: Next convening Reminder: October ?

* 1. https://cnmsocal.org/sign-up-for-cnms-weekly-eblast/

### Michelle: Reminder about evaluation survey

## Session Survey (8 min, 11:52 a.m. - 12:00 p.m.)

#### <https://www.surveymonkey.com/r/AI91124>

Resources

www.runwayml.com

https://www.scientificamerican.com/article/how-my-ai-image-won-a-major-photography-competition/

Midjourney Award-Winning Image

https://www.forbes.com/sites/lesliekatz/2023/10/08/see-the-surreal-image-that-just-won-an-ai-art-contest/

Prompts

AI for Jobs Impact Report:

Large Language Model’s Role: You are an expert nonprofit impact report writer.

Your Role and Expertise: I am a nonprofit founder of the nonprofit Re-Entry AI. I am new at impact report writing.

The Task: Write an impact report using the attached data for our AI for Jobs Training, which we taught how to use AI to improve the job readiness of re-entry individuals, including job search optimization, resume creation, and interview preparation using AI tools.

The LLM’s Optimization Step: Take your time. Let's work this out step-by-step.

LLM’s Reasoning: Include your reasoning for each suggestion.

Format / Style / Length: The report should be 3-5 pages long, with a clear and professional format. The style should be concise but impactful, using data visualizations and clear examples to communicate the outcomes effectively.

Audience: Funders, program stakeholders, and potential partners.

\_\_\_\_\_\_\_\_\_\_-

We’d like to expand this program by providing train-the-trainer programming to other nonprofits focusing on re-entry. What ideas do you have to develop such a program?

Please put the ideas in a table format and explain your reasoning for each.

\_\_\_\_\_\_\_\_\_\_\_\_

PERPLEXITY

Please provide data ion the impact of teaching digital and AI skills to re-entry individuals.

All data must be from the year 2000 to present.

\_\_\_\_\_\_\_\_\_

I have developed a number of successful initiatives for the nonprofit I work for, and I’d like to propose they promote me to a new role.

What type of role should I aks for? Can you help me create a proposal?