

Solutions Exchange (SolX)**Facilitator Agenda****Total Time for 3 Challenges – 1 hour 45 minutes****Materials and Room Set Up For 3 Challenges**

- Facilitators arrive 15-20 minutes before session start
- Three Easels + Three Pads + Markers (1 for each Challenge)
- Label 3 chart papers for each group: “Resources”, “Key Connections”, “New Considerations”
- Set up in three areas of the room (one area per presenter)

Introduction to Session - (4 minutes to describe how the session will work)**Introductions**- (3 minutes for Challenge presenters for overview – 1 min per challenge)

- Timekeeper for the introductions (15 seconds remaining heads up given to presenters) - let the presenters know this before the introductions

In Session - Facilitators (90 minutes for poster presentations and dialogue)

- Facilitator review the process
 - 10 minutes for 1st poster presentation
 - 20 minutes of peer discussion
- Facilitator review facilitators’ roles - spread the sharing evenly amongst the participants
 - Facilitators also act as timekeepers
- Challenge Presenters give Poster Presentation - facilitator keeps time, give presenter a two minute warning
- Guiding Questions for Peer Discussion
 - Clarifying Questions - not advice yet, not asking about something not said yet, just clarifying what’s been presented
 - What stands out for you? What really jumped out at you? (allows for reacting before processing)
 - Starting to get into the burning questions - ask the presenter which burning question they’d like to get started with
 - Final Questions and Comments with 3 minutes left in the dialogue
 - In the last minute think about this as we go back to the main group:
 - As a presenter, think of one key actionable takeaway, next step, solution, key idea
 - As a participant think of one takeaway from this process
 - Repeat poster presentation and peer discussion for each Challenge

Report Back and Closing- (5 minutes)

- Facilitator asks the presenters to share their report back (the presenter’s key idea or actionable solution) and asks the participants for takeaways from the process
- Closing comments