

# Town Hall Meeting Logistics

**Before you launch a series of public-facing meetings, ensure the following logistics are in place.**

1. Create an online sign-up system so that all interested constituents can join the transition committee(s) they are interested in as “at-large” members. This membership will translate to newsletter updates and invitations to join town hall meetings.
2. Set a date for the town hall meetings and advertise this opportunity to participate in the transition through all communication channels.
3. Invite all at-large members to register for the call. Include information on the meeting agenda, content that will be covered, and breakout room topics.
4. Via online registration, collect participants’ accommodation needs, including American Sign Language (ASL) and closed captioning.
5. Ensure you have dedicated staff to operate the Zoom call who can provide technical assistance to those who need it.
6. Ensure ASL translators are present on the call and that there is closed captioning available.
7. Send a reminder with critical information, including the Zoom link, to all registered participants the day of the event.

# **VIRTUAL TOWN HALL MEETING DECK**

## **[XX] Committee At-Large Meeting**

*[Insert Date]*

**WELCOME &  
COMMITTEE OVERVIEW**

# We have four objectives for our session today

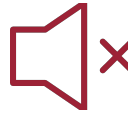
- 1 Welcome At-Large Members and share expectations of engagement
- 2 Anchor our engagement in the newly elected official's policy platform
- 3 Share what we have heard from the public so far through our online platform and dive deeper into themes that have been raised
- 4 Gather input from all at-large members on how policy changes could impact their communities

Agenda	
10 min	Welcome and committee overview
10 min	What we've heard
35 min	Breakout room activity: "How would each policy change impact your community?"
5 min	Wrap up and next steps

# Suggested norms for our session today



Update your name to include your community/organization, if applicable



Minimize distractions, and be present and engaged during the session (please keep yourself muted when not speaking)



Practice democracy of time: create space in breakout groups for all participants and utilize the 'raise hand feature'



Avoid acronyms to make our conversation as accessible as possible!

If you have any technical issues, please message [XX] directly in chat

# Our committee

Our committee is responsible for providing recommendations on how to implement the following the policies from the *[Insert administration name]* campaign:

## *[Insert working group name here]*

- *[Insert corresponding policy commitments here]*

## *[Insert working group name here]*

- *[Insert corresponding policy commitments here]*

## *[Insert working group name here]*

- *[Insert corresponding policy commitments here]*

## *[Insert working group name here]*

- *[Insert corresponding policy commitments here]*

For more information about our committee and its members, you can visit *[Insert website link]*

## Co-chairs:

*[Insert  
co-chair  
photo]*

*[Insert Name, Role]*

*[Insert  
co-chair  
photo]*

*[Insert Name, Role]*

*[Insert  
co-chair  
photo]*

*[Insert Name, Role]*

# We want to hear from you! There are three main ways to stay involved in the process.



**Sign up for Committee newsletters**  
to receive progress updates



**Submit policy ideas**  
via the engagement platform to share ideas, thoughts, and suggested actions



**Watch the recorded session**  
if you are unable to attend the at-large sessions

**WHAT WE'VE HEARD**



# Your feedback has helped shape our recommendations for the incoming administration

*[Insert theme/working group here]*

- *[Use this space to highlight key ideas from community members]*

*[Insert theme/working group here]*

- *[Use this space to highlight key ideas from community members]*

*[Insert theme/working group here]*

- *[Use this space to highlight key ideas from community members]*

*“ [Insert key quote here] ”*

*“ [Insert key quote here] ”*

*“ [Insert key quote here] ”*

*[Use this slide to highlight key findings from feedback submitted through the engagement platform (i.e., lots of support for a particular policy change, key quotes, concerns raised, etc.)]*

# **BREAKOUT ACTIVITY**

# We will spend the next 35 minutes in breakout groups to discuss how the newly elected official's policy platform can impact your communities

You can select one of the following breakout rooms to join:

1. *[List working groups here]*

## We want to hear from you!

1. How will these policy changes have an impact on you and your family?
2. How will these policy changes have an impact on your community?
3. Do you have any questions or concerns about any of the policy changes?

We will return to the main room after breakouts to hear reflections from each group.

# **WRAP UP & NEXT STEPS**

# Thank you for your participation today! Your feedback will help our working groups shape their recommendations

We plan to convene again on *[XX]*, to...

- 1 **Share updates** on our policy plans
- 2 **Hear directly from at-large members** with their ideas for the incoming administration
- 3 **Gather feedback** from participants on critical first moves the administration can take

Remember you can also participate by...

- Submitting ideas at *[Insert transition website]*
- Signing up for our committee newsletters

We hope to see you all at the next town hall meeting!