



## **"CONVENING TITLE"**

**DATE, 2022**

### **CONVENING PURPOSE**

PURPOSE OF THE CONVENING.

### **PARTICIPANT FRAMING**

THE VALUE PROPOSITION OF THIS CONVENING AS IT WILL BE PRESENTED TO PARTICIPANTS. RATIONALE ON WHY INVITEES SHOULD JOIN, WHAT THEY WILL CONTRIBUTE, AND WHAT THEY WILL GAIN BY PARTICIPATING.

### **OVERVIEW OF MODERATOR AGENDA**

This document includes a detailed agenda and "run of show" to be used by the convening organizer and any additional facilitators to review timing and production notes at a glance.

## WORKING MODERATOR AGENDA

Time	Day 1	Organizer Notes
	<p><b>Theme:</b></p> <p><b>Guiding question for Day 1:</b></p>	<ul style="list-style-type: none"> <li>• Key reminders and cues for organizers</li> </ul>
	<p><b>Title</b>  <b><i>Subtitle or session leader</i></b></p> <p>Section description, guiding questions, and main takeaways</p> <p><b><u>Facilitator Notes:</u></b></p> <ul style="list-style-type: none"> <li>• Add here if needed</li> </ul>	

Time	Day 2	Organizer Notes
	<p><b>Theme:</b></p> <p><b>Guiding question for Day 2:</b></p>	<ul style="list-style-type: none"> <li>• Key reminders and cues for organizers</li> </ul>
	<p><b>Title</b></p> <p><b>Subtitle or session leader</b></p> <p>Section description, guiding questions, and main takeaways</p> <p><b><u>Facilitator Notes:</u></b> Add here if needed</p>	

Time	Day 3	Organizer Notes
	<p><b>Theme:</b></p> <p><b>Guiding question for Day 3:</b></p>	<ul style="list-style-type: none"> <li>• Key reminders and cues for organizers</li> </ul>
	<p><b>Title</b></p> <p><b>Subtitle or session leader</b></p> <p>Section description, guiding questions, and main takeaways</p> <p><b><u>Facilitator Notes:</u></b> Add here if needed</p>	

Time	Day 4	Organizer Notes
	<p><b>Theme:</b></p> <p><b>Guiding question for Day 4:</b></p>	<ul style="list-style-type: none"> <li>• Key reminders and cues for organizers</li> </ul>
	<p><b>Title</b></p> <p><b>Subtitle or session leader</b></p> <p>Section description, guiding questions, and main takeaways</p> <p><b><u>Facilitator Notes:</u></b> Add here if needed</p>	

Time	Day 5	Organizer Notes
	<p><i>NOTE: Please include something on the final day related to measurement and evaluation. How will they know the convening was successful? How will they continue to engage participants beyond their time at Bellagio?</i></p> <p><i>The Rockefeller team will be sending a survey and post-convening report template on the penultimate day. We encourage you to recommend design tactics for the final day that include the completion of these required materials.</i></p> <p><b>Theme:</b></p> <p><b>Guiding question for Day 5:</b></p>	<ul style="list-style-type: none"> <li>• Key reminders and cues for organizers</li> </ul>
	<p><b>Title</b> <b>Subtitle or session leader</b></p> <p>Section description, guiding questions, and main takeaways</p> <p><b><u>Facilitator Notes:</u></b> Add here if needed</p>	