

"CONVENING TITLE"

DATE, 2022

CONVENING PURPOSE

The purpose of why you are gathering this particular group of people at this moment in time. Keep this brief! The more concise, the clearer it will be for your participants.

PARTICIPANT FRAMING

Participant framing:

<Insert the value proposition of this convening for participants. Include rationale on why invitees should join, what they will contribute, and what they will gain by participating.>

We want all participants to leave feeling / saying:

- SAMPLE TEXT
- SAMPLE TEXT
- SAMPLE TEXT

Participant "types" will each play a specific role in advancing the goals of the convening.

Participant Type	Participant Profile	Participant Outcomes

MODERATOR AGENDA

Day 1 Purpose Statement: <Articulate a purpose statement for the day that serves as a north star in shaping the agenda and in communicating to participants what's expected of them.>

Time	Activity	Instructions and Rationale
	Arrivals	
1:00-2:00pm	Lunch	

<p>3:00-4:00pm</p>	<p>Welcome and Introductions</p> <p>Framing</p> <p>Opening sessions should be kept brief and clearly answer two fundamental questions about the convening - the “Why” and the “Ask”.</p> <ul style="list-style-type: none"> • Why we are here? • What are we asking of you (as a group and individually)? <p>Full Room Introductions Round</p> <p>Share the following prompts on a slide and invite each participant to respond in 60 seconds or less:</p> <ul style="list-style-type: none"> • What is your name? • Where are you coming from? <p>Choose one of the following prompts:</p> <ul style="list-style-type: none"> • For Presence: What motivated you to attend this gathering? • For Connection: What was an early moment that inspired your interest in [CONVENING TOPIC]? (Perhaps a moment in childhood, a book, a professor, or personal experience) • For Curiosity: What is a topic or challenge that you’ve been dedicating a lot of brain power or energy towards lately? 	<p>Rationale: The early hours of the convening set the tone. If participants are not clear on their role and engaging in dialogue early, they are unlikely to do so later. More importantly, if they are not engaged at Bellagio, they are unlikely to take action afterward.</p> <p>Model sharing a response first. If participants go over time, gently remind them we’ll have more time to connect in our next activity. We need to stay within time constraints to hear from everyone.</p> <p>Rationale: The question on motivation is an invitation to reflect and be present. The prompt on an early moment inspiring interest invites participants to see one another as people first and professionals second. Asking about a top-of-mind challenge invites participants to follow up one on one where interest is piqued. These questions are all designed to begin developing the trust that is required to successfully navigate more difficult conversations later.</p>
<p>4:00-5:00pm</p>	<p>Future Walks</p> <p>Ask participants to pair up and go on a 40-minute walk. Invite the pairs to discuss the following prompts.</p> <p>Imagine what the future could be if the convening succeeds or fails. Look ahead to 2040:</p> <ul style="list-style-type: none"> • How will the world change if the convening purpose is achieved? What if it’s not? • What does it feel like to walk the grounds? • What topic area are you convening on 	<p>Rationale: By allowing participants to align on a vision of the distant future, we do not change the state of play and we allow the participants to better unify around a basic next step. It also allows participants to unite over a fun diverting, yet philosophically intriguing prompts, opening up creativity and excitement.</p> <p>Additionally, participants begin forging one on one relationships, which ultimately leads to the cohesion and effectiveness of the group.</p>

	<p>in 2040?</p> <ul style="list-style-type: none"> • Who else are you engaging with at Bellagio in that convening? Why are they there? <p>Ask participants to return in 40 minutes. Spend 20 minutes in plenary discussing the results of the time together.</p> <p>Confirm Departure Travel Details Please ask all participants to confirm departure details with the Conference Coordinator to ensure seamless travel.</p>	<p>Rationale: The transport information requires finalization with taxi companies and other partners by mid-day the first full day of the convening.</p>
7:00-7:30pm	Cocktails	
7:30-8:30pm	Welcome Dinner	

Day 2 Purpose Statement: <Articulate a purpose statement for the day that serves as a north star in shaping the agenda and in communicating to participants what's expected of them.>

Time	Activity	Instructions and Rationale
8:00-9:00am	Breakfast	
	<p>Title Subtitle or session leader</p> <p>Section description, guiding questions, and main takeaways</p> <p><u>Facilitator Notes:</u> Add here if needed</p>	

1:00-2:00pm	Lunch	
5:00-7:00pm	Break	
7:00-7:30pm	Cocktails	
7:30-8:30pm	Dinner	

Day 3 Purpose Statement: <Articulate a purpose statement for the day that serves as a north star in shaping the agenda and in communicating to participants what's expected of them.>

Time	Activity	Instructions and Rationale
8:00-9:00am	Breakfast	
	<p>Title Subtitle or session leader</p> <p>Section description, guiding questions, and main takeaways</p> <p><u>Facilitator Notes:</u> Add here if needed</p>	

1:00- 2:00pm	Lunch	
5:00- 7:00pm	Break	
7:00- 7:30pm	Cocktails	
7:30- 8:30pm	Dinner	

Day 4 Purpose Statement: <Articulate a purpose statement for the day that serves as a north star in shaping the agenda and in communicating to participants what's expected of them.>

Time	Activity	Instructions and Rationale
8:00- 9:00am	Breakfast	
	<p>Title Subtitle or session leader</p> <p>Section description, guiding questions, and main takeaways</p> <p><u>Facilitator Notes:</u> Add here if needed</p>	

	<p>Burning Questions Leave flexible time for participants to surface and discuss topics that remain “burning questions” for them on the last day of the convening. This should be planned the first half of the last day.</p> <p>Open time allows for organizers to fit the agenda to the purpose on the last day, based upon critical topics that emerge and the evolution of discussion throughout the convening. (This happens at 100% of Bellagio convenings!) Participants have space to surface and work through any questions or concerns they have about taking action post-convening.</p>	
1:00-2:00pm	Lunch	
5:00-6:30pm	Break	
6:30-7:00pm	<p>Convening Survey <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</i></p>	

	<i>tactics for the final day that include the completion of these required materials.</i>	
7:00-7:30pm	Cocktails	
7:30-8:30pm	Dinner	

Day 5

Time	Activity	Instructions and Rationale
8:00-9:00am	Breakfast	
By 8:30 am	Room Checkout	
By 10:00 am	Departure from Bellagio	