



FACILITATOR'S GUIDE

Holding Up Both Ends of the Sky: Juvenile Justice Partners in Indian Country

A Live National Satellite Broadcast

Produced by the
Office of Juvenile Justice and Delinquency Prevention
U.S. Department of Justice
And the
Juvenile Justice Telecommunications Assistance Project
Eastern Kentucky University—Training Resource Center

SITE FACILITATOR GUIDE

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AGENDA

Holding Up Both Ends of the Sky: Juvenile Justice Partners in Indian Country

July 1, 2003

***All times listed are EDT and approximate**

- **12:30-1:00 PM Pre-conference Site Activities; Test Slate**
- **1:00-1:02 PM Overview Videotape**
- **1:02-1:12 PM Welcome, Opening Remarks, Panel Introduction**
- **1:12-1:18 PM Video-Tribal Youth Program-Window Rock, AZ**
- **1:18-1:29 PM Panel Discussion**
- **1:29-1:35 PM Video-Tribal Youth Program – Choctaw, MS**
- **1:35-1:46 PM Panel Discussion**
- **1:46-1:52 PM Video – Tribal Youth Program, Cherokee, NC**
- **1:52-2:03 PM Panel Discussion**
- **2:03-2:09 PM Video-Tribal Youth Program, Spokane, WA**
- **2:09-2:30 PM Panel Discussion**
- **2:20-2:26 PM Video-Tribal Youth Program-Wind River, WY**
- **2:26-2:37 PM Panel Discussion**
- **2:37-2:43 PM Video-Tribal Youth Program-Alaska**
- **2:43-2:53 PM Panel Discussion**
- **2:53-3:00 PM Closing Comments**
- **3:00 PM Sign-off**

SITE FACILITATOR'S CHECKLIST

Responsibilities Before The Videoconference

By now you, or your designee, should have made arrangements with a facility to provide a satellite dish and a room for viewing the videoconference. A satellite videoconference is less like watching TV at home and more like attending a local meeting; therefore, a videoconference has many of the same requirements as any other meeting. A group of people will come together on a local level and someone should make sure that the room is ready, that materials are there and other needs are met. In a satellite videoconference, however, someone also has to make sure that the technical aspects work correctly. The following pages provide critical information that will help you prepare for the OJJDP broadcast.

EQUIPMENT REQUIREMENTS:

1. Satellite Receiving Dish

The satellite dish you will be using for this videoconference will receive a "C" band or "Ku" band signal. Please refer to the *Technical Information Guide* for relevant and critical data needed to receive this broadcast.

2. Television

A television that has a channel selector (tuned to the channel on which you will be receiving the program). This broadcast will have closed captioning available. Please refer to the television owner's manual or on-site tech person to enable this feature.

Note: Ask for as large a screen as possible. If you expect more than 10-12 people at your site, ask if another TV set or a video projector can be provided. You are welcome to tape the program, so, if possible, have a VCR connected to the TV

3. Online Viewing

If you are hosting an online viewing, do an advance check of your computer and projector. This may be done at <http://www.juvenilenet.org/jtap/sky/view.asp>

OTHER CONSIDERATIONS:

1. Meeting Space

You will need a meeting space that assures each seat has a clear view of the TV(s) or projector screen and will also allow participants to form small discussion groups, if needed.

2. Supplies

Supplies you will need to provide: Name tags/pens, pencils, note paper

3. Duplicating Materials

You will be responsible for duplicating the *Participant's Packet* and materials for those attending the videoconference at your site. If you prefer, you may direct your participants to our resource page to download the Guide themselves.

4. Facility Design

If you are in an unfamiliar facility, you should find out where restrooms and vending machines are, so you can tell the participants.

SITE FACILITATOR'S CHECKLIST *Responsibilities The Day of The Videoconference*

As with any conference or workshop, a satellite videoconference needs someone to make sure the event runs smoothly at each site and that is the function of the Site Facilitator, including:

1. making sure the technical person has tuned in the satellite receiver and TV,
2. greeting participants and handing out materials,
3. explaining the videoconference format to the participants,
4. facilitating group discussion before and after the videoconference,
5. ensuring that evaluation forms are completed and returned to you,
6. ensuring that the Facilitator Evaluation Form is completed by you,
7. returning the evaluation forms to Eastern Kentucky University, and,
8. returning the Facilitator Evaluation Form to Eastern Kentucky University.

It would be a good idea for the Site Facilitator to bring someone to assist him/her.

Listed below are the specific tasks of the Site Facilitator on the day of the videoconference:

FACILITATORS ARRIVE:

1. You should arrive early enough to:
 - make sure the room is arranged where all can see,
 - arrange the handout materials,
 - make contact with the technician. Ask him/her to adjust the equipment you are using to receive the videoconference.

TEST EQUIPMENT: (Site Technician)

2. There will be an opportunity to view the test slate for this broadcast. The test slate will announce the videoconference "Holding Up Both Ends of the Sky: Juvenile Justice Partners in Indian Country" and will begin at 12:30 PM EDT until 1:00 EDT at which time the live broadcast will begin. If you do not see the above at this time, ask the technician to re-check the equipment.

If, after checking, you still do not see the graphic, call **859-622-6671** and tell the person answering the phone that you have a technical problem. Technical staff will try to assist you in solving the problem. Please be aware that ECU will be of limited assistance with your on-site technical questions. **We highly recommend that you have a technician present during the broadcast.**

If you are viewing online, the live streaming will take place at:
<http://www.juvenilenet.org/jjtap/sky/view.asp>

PARTICIPANTS ARRIVE:

3. Greet the participants and distribute the videoconference materials.

4. Familiarize them with the facility.
5. Encourage participants to review their information packets.

FACILITATOR ORIENTS PARTICIPANTS:

6. Introduce yourself to the group and welcome them.
7. If the group is small enough, you might ask them to introduce themselves and tell what organizations they represent.
8. Go over the format of the videoconference with them.
9. Explain that your local group will be having a short discussion of the issues following the videoconference.
10. If there is time before the videoconference starts, encourage participants to review their information packets.

VIDEOCONFERENCE STARTS:

12. Music will start two minutes before the videoconference begins. That is a good cue to start asking people to be seated. You might walk around the room and make sure that everyone can see and hear.
13. Due to the fact that this broadcast is taking place from a remote location, there will be no call-in segments.

VIDEOCONFERENCE ENDS:

At the conclusion of the broadcast, the Facilitator should :

14. Encourage the participants to stay in their seats a few moments to discuss the issues from the videoconference.
15. Encourage your participants to complete an evaluation. These may be completed online at <http://www.trc.eku.edu/jj/ParticipantEvaluation.asp?confid=22> If you prefer, you may print this evaluation form, duplicate and mail to: **Jenny McWilliams**
Juvenile Justice Telecommunications Assistance Project
102 Perkins
521 Lancaster Ave.
Richmond, KY 40475
16. Please complete a Facilitator Evaluation. It can be found at:
<http://www.trc.eku.edu/jj/FacilitatorEvaluation.asp?confid=22>