



## **Moving Towards an Integrated Model of Perinatal Mental Health Care in NL**

**Mornings of October 27 and October 29, 2020**

### **Protocol for the Online Forum (for Registrants)**

The purpose of this protocol is two-fold:

1. To ensure that all registrants are able to connect to and utilize the videoconferencing technology.
2. To provide instructions as to how the registrants can interact with the speakers, moderators and each other during the Forum to maximize everyone's participation and minimize frustrations.

While the organizers have attempted to anticipate every eventuality, this protocol likely doesn't address every situation that may arise that prevents someone from fully participating. We therefore ask for your patience as we address any unforeseen issues that may crop up.

#### **Logging On**

The Forum will begin on both mornings at 9:00 am sharp, Newfoundland Daylight Savings Time (NDT). Forum registrants are asked to log on prior to this time as it may take several minutes for the login process to take place. The online site will be activated early (at 8:30 am) during which time some PowerPoint slides will loop across the screen; if you can see the slides, you are connected! If you are not able to connect, simply email the Memorial Conference & Event Services support team at [conferencesevents@mun.ca](mailto:conferencesevents@mun.ca). (Remember, the earlier you can detect a problem, the earlier we can help you solve it!)

During this period and for your privacy, your camera and microphone will be turned OFF. Neither the organizers nor other participants will be able to see or hear you.

The Forum will take place using Memorial University of Newfoundland's Webex platform. If you are unsure whether your computer or firewall can use this platform, you can test it ahead of time by visiting <https://www.webex.com/test-meeting.html>. You may be asked to download some software to make the system perform optimally. We recommend that you perform this test a few days prior to the Forum; if this test is unsuccessful, please contact the Memorial Conference & Event Services support team at [conferencesevents@mun.ca](mailto:conferencesevents@mun.ca).

## **The First Morning (October 27)**

The first morning will begin with a call to order at 9:00 am NDT. At this time, the opening speaker's camera and microphone will be turned ON. Your camera and microphone will remain OFF for the entirety of the morning.

The agenda for the first morning will consist of four presentations: two keynotes, one panel discussion and one short presentation about the Thursday session. The keynote speakers will appear by themselves on the screen. The panelists will appear together in gallery view, with the current speaker appearing on the main screen.

Each of the presentations will be followed by a short Q&A session with the speaker or panelists. Forum registrants are asked to submit their question online (see next section) and a moderator will select which ones to ask the speaker. It is very unfortunate that there will likely not be sufficient time to present every question or comment to the speakers.

## **The Chat Room vs. the Q&A Thread**

The Webex platform includes two ways of communicating with the organizers and speakers. The **Chat Room** will be the channel for questions or comments about technical issues: inability to connect, bad sound, etc. This function will be monitored by the Forum's technical expert, who will attempt to resolve the issues that are raised.

The Chat Room can also be used to communicate publicly with all registrants or privately with a selected registrant. The list of registrants will be sent to you a few days before the Forum so that you will know who else is attending. You will be able to chat privately with other registrants by selecting their name from the auto-generated list of registrants.

Questions or comments addressed to the speakers or panelists must be submitted via the **Q&A Thread**. This function will be monitored by one of the Forum moderators, who will select the question or comment to be posed to the speaker.

## **The Second Morning (October 29)**

The second morning will be more dynamic, and registrants will be able to interact directly with each other.

- The morning will begin with the Forum plenary during which the facilitator will briefly review the process to be followed and registrants will be assigned to a break-out room according to the preference they stated during registration. During this time, your camera and microphone will be turned OFF.
- You will then be placed in your break-out room. If you are not assigned to a room, please advise the technical expert via the Chat Room.

- Each break-out room will have been pre-assigned a facilitator and note-taker. The facilitator will guide you through the facilitation process. During this time, your camera and microphone will be turned ON, although you may be asked to turn the microphone off when you are not speaking. If you wish to speak, you need only raise your hand so that the facilitator can see you on his or her screen and give you the floor.
- At various times during the morning, the main facilitator will send out a “flash” to all screens to invite you to proceed to the next step in the process.
- At the end of the process (at around 12:05 pm NDT), the break-out groups will be terminated by the facilitator, and everyone will be brought back into the large Forum plenary. At this time, your camera and microphone will automatically be turned OFF and the Forum facilitator will be the only person visible on your screen. This will be the situation for the final ten minutes of the Forum.

It will be the responsibility of each break-out group’s facilitator to ensure that everyone has the chance and the opportunity to speak during the process. It will also be important for the note-taker to be able to follow the discussion in order to take good notes. Registrants are therefore reminded to be considerate and patient during the process.

### **After the Forum**

Near the end of the facilitated process on Day 2, your break-out group will schedule a date and time to meet again. It will be left to each group to select the electronic platform to be used for this meeting (Zoom, Webex, Skype, FaceTime, etc.). You may need to meet a few times in order to achieve the objective you have set for yourselves.

Your break-out group facilitator will be a member of the Alliance Executive Steering Committee. This facilitator will continue to participate in your group as you progress and their on-going participation in your working group will therefore allow the Alliance to monitor your progress and success.

As soon as the Day 1 presentations are uploaded to the server, registrants will be sent the link to view them. (The 2019 Deliberative Workshop presentations are archived [here](#).)

### **Questions?**

If you have any questions or comments about participating in this online Forum, please contact the Forum administrator, Paula Lancaster, at [plancaster@mun.ca](mailto:plancaster@mun.ca).

For more information about the Perinatal Mental Health Alliance of NL, visit our website at <https://www.pmhanl.com>.

**We hope your experience with this online Forum is as fruitful as if the event were being held in person, and we hope we are back to normal in 2021!**