**Coalition Event with Elected Officials – December 17, 2021, 9:15- 10:15 am**

**Directions for facilitators:**

Breakout rooms will be 20 minutes plus a couple of minutes for everyone to enter and get organized. Once people “show up” in your break out room, do some version of the following:

1. Welcome all and remind them of the zoom requests—(video if possible, keep on mute when not talking, rename to include any affiliation that will help us remember, raise hand to be recognized )
2. Calculate available time per person to be sure you can manage the discussion and provide equal opportunity to speak. E.g., after 2 minutes of opening statement by facilitator:

* If 6 participants plus elected official – about 3 minutes each (7 X 3 = 21 minutes) plus roundtable discussion with any available time
* If 8 participants plus elected official – about 2 minutes each (9 X 2 = 18 minutes) plus roundtable discussion with any available time

1. Remind all that the purpose of the session is for understanding what kinds of issues newly elected officials are grappling with and to educate them about the needs related to homelessness and what government could do to address the continuing and growing need for housing/shelter options. We are not expecting the elected officials to state their views or respond to questions at this time. We do want them to let us know what question(s) they have.
2. Note that your role is to ensure that everyone has an opportunity to speak, and encourage all to be brief rather than provide long background,
3. Ask the elected official to begin by stating one or two “burning questions” they have about homelessness.
4. Ask coalition members to introduce selves very briefly, with name, affiliation, role, what would help them or their organization respond to the needs of people they assist, and how they would answer the elected official’s question(s).
5. If there is time for roundtable discussion, then ask members to share their concerns, ideas, solutions, making sure all have a chance to speak. In case your group is not very talkative, and you have time left after hearing from everyone, be sure you come to the session with a few questions you might pose to them to prime the pump. Share your ideas too, but be sure everyone else has a chance first.
6. Once all have spoken, or when you see the “one minute remaining” note for closing the session, ask the elected official if they have any final question for the group.
7. Once all are back in general session, we will offer each elected official the opportunity to address us for about 90 seconds with what they are taking away from this conversation.