Virtual Jury Meeting

Number of participants: up to 10
Length of the format: 2 hours maximum
Characteristics of participants: selected jury

Learn
Act
Connect

Goal
To create a virtual space for jury meetings to select projects and/or participants without all having to be in the same location.

Description
During this Virtual Jury Meeting, some jury members are in the same physical location, while others join the meeting virtually.

Brief Agenda

- Moderator opens meeting, explains on- & offline combination and agenda
- Short round of introductions – moderator determines order
- Moderator provides overview of proposals (all written on flipchart)
- Depending on jury order/procedure:
  - Jury votes on top 5 (sticky points on flipchart)
  - Discussion of proposals
  - Final vote
  - Closing & Thank you.

Technical infrastructure needed:
Two laptops with access to Zoom Meetings - one camera facing the flipchart and the second to show the other participants.

Necessary material:
Documents on projects/participants and selection criteria have been distributed beforehand to give jury time to assess proposals.

Lessons Learned:
- Good moderation is key, moderator needs to know all jury members by name.
- A clear structure and speaking order is necessary.

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