

# Virtual Jury Meeting

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

Contributed by:



- 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.

