CONNECT THE DOTS (CTD)
Speed Networking & Leadership Development Workshop

Sections:

Objectives and recommendations

- Set up the **objectives for the workshop**. Objectives should be close to those for the first workshop.
    - Objectives of the first series of Connect the Dots:
        1. To build members' personal networks inside the region
        2. To increase awareness of the wide variety of volunteer roles available and their variable time and responsibility commitments
        3. To introduce regular members of Democrats Abroad to the larger organization and its leaders
        4. To clarify and demystify the process of running for office within DA
        5. To increase the overall numbers of qualified candidates for DA elections
        6. To build a stronger organization with greater depth of leadership and sustain engagement levels through non-presidential election years.
- It is advised to organize the workshop together with a caucus, country committees and in partnership with the regional leadership. The first series was organized by the Hispanic and Asian American and Pacific Islander caucus.

- Events should be held at times convenient to members in each region. There were three online sessions, each 1.5 hours. The 1.5 hours were a bit short and would recommend having a 2 hour workshop or reducing the number of speakers.
- Each event is encouraged to include interesting and engaging DA leaders from different projects, committees, or caucuses, such as phonebankers, the 2020 Platform, Global Comms, or a past NEC.

First steps

1. Find a date and time that works for the region. Depending on the number of speakers, you may want to have a 1.5 or 2 hour workshop.

2. Prepare a tentative agenda to have a clear idea of speakers and breakout rooms.
   - The same basic schedule was used for the first series of CTD.
     - -0:30 Organizers and tech support log in, set up
     - -0:15 Speakers and breakroom hosts log in and set up
     - 0:00 Welcome (explain event layout)
     - 0:05 Breakout Session A: Speed Networking (2 x 5mins)
     - 0:15 Country Committee Discussion
     - 0:25 Non-country Committee Discussion
     - 0:35 Breakout Session B: Breakout to the caucus of your choice
     - 0:50 Regional leader discussion
     - 1:00 Global leader discussion
     - 1:10 Breakout Session C: Breakout to Country Committee rooms/ or breakout to Committee/Task Force of your choice
     - 1:30 Coffee (no formal agenda)

   Each workshop had slightly different agendas:
   - AP
   - Americas
   - EMEA

3. Identify and confirm speakers.
   - See: Sample email to invite speakers
   - List of DPCA Global Committees/Task Forces/Caucuses/Councils
   - During years when Global, regional and CC elections are taking place, make sure the speakers are not running in any of the elections.

4. Request a webex or zoom link for the event. Keep in mind that DA's Caucus Zoom license can only host up to 100 participants.
   - Schedule a webex meeting: https://democratsabroad.atlassian.net/wiki/spaces/WebEx/overview

- Schedule a Zoom meeting (caucus account): https://doodle.com/mm/1609924727/daglobalcaucuses
- Need help
  - For webex, email webex@democratsabroad.org
  - For zoom, email: caucus-helpdesk@democratsabroad.org

5. Once you have the webex or zoom link, set an event page on the DA site for people to RSVP
   - Event page for first series of CTD: https://www.democratsabroad.org/americas_leadership_workshop-2021
   - Make sure to also schedule a reminder email to be sent to all members that RSVP'd several hours before the event.

6. In parallel with point 5, request graphics to promote the workshop and ask for Global Comms to support the event by spreading the word about the workshop.
   - You can request graphics from:
     - The Global Design team design@democratsabroad.com, or
     - The Global Comms team aaron@democratsabroad.org
     - You can also use this form: https://democratsabroad.atlassian.net/wiki/spaces/CommsResource/pages/965544003/DA+Event+Promotion+Form

Breakout rooms

1. Decide what to focus on for breakout sessions B and C
   - This will depend on the final structure of the event you would like to have.
   - Breakout session B: Participants can choose between learning more about the caucuses and/or global teams
   - Breakout session C: Participants can go into country/region-specific rooms to meet other members in their Country Committee. If you choose to not have Country Committee rooms, participants can then choose a global team they want to learn more about
2. You can use a sign up genius page where volunteers can sign up to host the different rooms.
   Sign up sheets from first series of the event:
   - Americas: https://www.signupgenius.com/go/10c0d4dafad22a3fcc25-americas
   - EMEA: https://www.signupgenius.com/go/10c0d4dafad22a3fcc25-emea
3. You could also contact some of the task forces, caucus or committees leaders directly
   - Sample email to invite breakout room hosts
   - DPCA Global Committees/Task Forces/Caucuses/Councils
4. Keep track of breakout room hosts in an excel sheet
   - Sample sheet for EMEA and for the Americas

Event Promotion and slides

Event Promotion
- [Sample Email for comms managers to promote the workshop](#)
- Media Kit - images, text, and links for social media from the first series of CTD: https://drive.google.com/drive/folders/1kPxt2acYWYBi1rzi7ww8Z1a_91FXI2s_?usp=sharing
- DA backgrounds: https://www.canva.com/design/DAD45H6gR2k/share/preview?token=B70uilCoBNgiciAoUj85Kg&role=EDITOR&utm_content=DAD45H6gR2k&utm_campaign=designshare&utm_medium=link&utm_source=sharebutton
- [Email promoting the first CTD series](#)

Sample Slides:
- [AP](#)
- [Americas](#)
- [EMEA](#)

Sandbox/Prep Session

- Schedule a sandbox session with the speakers and breakout room hosts to go over the agenda and to test the breakout rooms.
- Sandbox materials from first CTD series:
  - Schedules:
    - [EMEA Sandbox Schedule](#)
    - [AP Sandbox Schedule](#)
    - [Americas Sandbox Schedule](#)
  - [Sandbox email to Breakout room hosts](#)
  - [Sandbox Prep notes for Speakers](#)
  - [Sandbox Prep notes for Breakout Room hosts](#)

Hours before the event and during

- [Email to hosts prior to the event](#)
- Send a [reminder email](#) to be sent to all members who RSVP'd a few hours before the event starts. You may want to include in this email the [DA handout of leadership and volunteer opportunities](#)
- Design a survey to be able to collect participants' details and their interests. Share survey during the event
  - [Survey used for first CTD series](#)

Follow up

- Send a follow up email thanking the participants, sharing the survey and providing more background on volunteering opportunities:
  - [Sample follow up email](#) - include a note so participants are aware that their information may be shared with leaders
  - [DA leadership and volunteer opportunities handout](#)

Feedback/debrief

It's recommended that the event organizers debrief after the event (either immediately or several days later) to discuss what went well and what can be improved.

From first CTD series

- [Feedback and testimonies received](#)

- Debrief:

  <u>What went right</u>
  - Having regional support (sending out email, promoting the event)
  - Format was good
    - Speed networking was nice to meet each other, help make things less formal
  - Human interaction aspect was great
  - Participants enjoyed learning about the different opportunities, many didn't know about the working groups
  - Guest speakers:
    - Very knowledgeable
    - Ask them for a short bio before the event
  - Consider inviting more "experts"
  - Go over some housekeeping rules including the " **hand up" at the start of the workshop
  - Mic check to make sure your hosts and speakers are there at the beginning of the event
  - Instead of a Q&A, consider having a breakout room with the speakers for them to answer questions (learning from EMEA and AP, done for the CTD Americas session)
    - "As past sessions have gone over time and in the interests of time, all questions will be held afterwards in a speaker breakout session"

- ○ Alert the speakers at 8 minute mark that they have 2 minutes left and the breakout rooms have opened. Move speaker to breakout room at the 10 minute mark (tell them what you're doing)

What can be improved

- Better communication with breakout room sessions to make sure it is clear and no one leaves early
- Better time management
    - ○ Reinforce the time limits and remind speakers that they just need to provide a general overview, not a detailed look into a certain role
    - ○ Think about increasing the length of the session so people have more time to interact
    - ○ Have the schedule/agenda slide repeat during the presentation to remind people of the length of breakout rooms
- Speed Networking
    - ○ 4th question about why you joined DA may be too open-ended; people talked a bit long and it was difficult to get to everyone in time
    - ○ Instead, ask them what they want to get out of the event, what groups are they interested in
- Provide some explanation about what the different task forces are, remind about the handout in the reminder email
- Be careful about use of acronyms
- Breakout rooms:
    - ○ Attendees having trouble getting into breakout rooms - had someone stay in the main room to help
    - ○ Create back-up breakout rooms in case you need them later or there is a leader who would like to host a room for their task-force, CC or caucus.
    - ○ Note that you need to reset the breakout rooms after each session
    - ○ Some rooms didn't have any attendees (AP and Americas workshops)
    - ○ Provide breakout room leaders with some guidelines about what should be addressed
        - ■ Try to help facilitate so that each breakout room is a bit more similar
        - ■ Caucus/working group or CC need to be prepared to talk about what they need in terms of volunteers and skill sets
- Organizers should try to collect action items, info that can be shared in the breakout rooms should the original host/speaker disappear or cancel
    - ○ Then someone else can jump in if necessary
- Agenda slide
    - ○ Show it throughout the event and gray out the information/sessions that already happened
- Divide up roles among organizers

- ○ Person organizing the breakout rooms
- ○ Person moderating the event
- ○ Person using the hand up function
- ● Make sure to share the follow-up survey multiple times and encourage participants to fill it out

Video/recording

Link to edited video from the first CTD workshops

Annexes

SAMPLE EMAIL TO INVITE SPEAKERS

Hello xxxxx,

xxxxx here, from DA Mexico / Hispanic Caucus. I hope this message finds you well. I am writing to request your participation at an event we (Hispanic and AAPI caucuses) are organizing: it is a Speed Networking and Leadership Development series (concept note below). We would love to have you as a speaker for the country committee leader discussion at the Americas session. We plan to have the event on Sunday, March 7th at 15:30 Eastern Time.

Our idea for each of the discussions is to provide an overview of the leadership positions at that level, in your case at the country level. Then you could explain what position you currently hold, what got you to it, and what are the challenges you have found. The last bit will be dedicated to answering a few questions and motivating participants to volunteer and to run for office.

Hope you're able to speak at the event.

Looking forward to your reply, please don't hesitate to get in touch if you have any questions.

Best,

SAMPLE EMAIL TO INVITE BREAKOUT ROOM HOSTS

Hello xxxx,

This is xxxxx, from DA Mexico, and co-organizer of the Connect the Dots Networking and Leadership Development event series. I am writing to invite you to participate in our next event this Sunday, March 7, at 15:30 h US Eastern Time.

Julia Bryan suggested today that I contacted you, noting that in the lineup for the event there is no one to represent the Voter Protection task force, and indeed it seems important that there is someone to do it, so please consider joining us at the event. You would be hosting a breakout room to receive the members of the audience who could be interested in volunteering for your task force and explain to them what's the task force mission and how they could get involved.

Let me explain the series: The idea is to shed light on the workings of the organization during virtual events to which all the membership has been invited, with presentations from officials on one hand, and with direct interaction with the people in caucuses and task forces whose efforts push forward our projects, on the other hand; that would allow us to draw volunteers that wouldn't be engaged deeply with the organization otherwise. The latter will be done by letting the audience split into breakout rooms, which will be managed by people like you, who can answer questions from the members who choose to join their breakout rooms and explain how their work gets done.

One of our objectives is that, since these members from the audience would be interested in the specific theme of the breakout room, they would also make for potential volunteers in that committee or task force, and that would give the hosts a chance to draw them right there and then to their task forces, and thus strengthen their teams and the whole organization.

The technical part of handling the breakout room will be done backstage by the organizers, so you won't have to do more than clicking on a link to join the corresponding room -- beyond that, you just have to know how to share your screen on Webex if you plan to support your remarks with a slideshow.

You can find the event page @
https://www.democratsabroad.org/americas_leadership_workshop-2021

Let me know if you are interested and can host the breakout room; I'll be glad to clarify any doubt you might have.

Thank you,

SAMPLE EMAIL FOR COMMS MANAGERS TO PROMOTE EVENT

From "[★DA Comms/Social Forum★] Help Promoting the Speed Networking & Leadership Development Workshops"

Dear Comms Leaders,
The Global Hispanic and AAPI Caucuses are facilitating Speed Networking and Leadership Development workshops in the coming weeks. We would like to ask for your help spreading the word about the event through your channels. Here are graphics and sample texts you can use for social media:
https://drive.google.com/drive/folders/10wVfJ-AmrxR1mJ8Vel1uXaWKydNbFaf1?usp=sharing

There will be three online sessions, each 1.5 hours, held at a time that is convenient for each region:

- AP - 21 February, 3:00 AM EST
- EMEA - 28 February, 10:00 AM EST
- Americas - 7 March, 3:30 PM EST

The workshops will:

- Introduce members to the Democrats Abroad organization at its different levels and corresponding leaders,
- Review the wide variety of volunteer roles available and their commitments in terms of time and responsibility,
- Clarify and demystify how any member can run for office within Democrats Abroad.
- To increase our reach, could you also let us know if we could cross-post the workshops in your country page?

Thank you for your help in spreading the word and hope to see you at one of the workshops!

Global AAPI Caucus & Global Hispanic Caucus

Amerika Garcia Grewal and Cory Lemke (AP), Emily Lines and Onelica Andrade (EMEA), and Edgar Lopez (Americas)

WHATSAPP

Hello everybody! I would like to request your help with promoting a Global event I am cohosting, aimed at demystifying how DA works, how peeps can take on leadership roles within, and getting more volunteers to sign up for all of our committees and task forces.

Would you kindly post the invitations on all the accounts you manage? Ready-made text and graphs for FB, TW, IG, and WApp follow.

[insert sample text & graph links]

You are welcome and encouraged to join the event with us!

Let me know if I can help in any way or if you have any questions. Thanks a million!

SANDBOX PREP NOTES FOR SPEAKERS

Dear Speakers,

Thank you for agreeing to present at our Networking and Leadership Development event.

There will be a sandbox session this Friday, Feb 26th at 15:30 US Eastern Time, with all of you and the breakout room hosts to go over the agenda, logistics, and any questions you may have.

You'll find the link to join the session below:

Meeting Title = Connect the Dots Leadership Development Workshop - Americas
Date and Time = Fri, 26 Feb 2021 15:30:00 – US Eastern Time
Meeting number = 1606585540
Hosted by = Amerika Garcia Grewal / Edgar Lopez Vallejo
Meeting Password = dems
Meeting URL:
https://democratsabroad.webex.com/democratsabroad/e.php?MTID=mcb46973bfcc708afad4b4eb9f751f15e

You don't need to present all of your remarks at the sandbox meeting, but you can essay them and get a feel for the time they will take.

If you'd like to use slides, we recommend you enter your points into the slide pack we have prepared for you, or, if you wish, you can send me the text and I'll update the slide set. Here's the link to the prepared set.

Also, if you know a DA leader that would like to host a breakout session, there is still time to sign up: https://www.signupgenius.com/go/10c0d4dafad22a3fcc25-americas

You can see below the latest version of the agenda and our goals for this workshop, which could help in preparing your talking points.

The Event RSVP page is up, please help us spread the word!
https://www.democratsabroad.org/americas_leadership_workshop-2021

We thank you again for your help with making this event happen.

See you on Friday!

Edgar Lopez

SANDBOX PREP NOTES FOR Breakout Room hosts

Dear breakout room hosts,

Thank you for volunteering to guide your breakout rooms during our workshop.

There will be a sandbox session this **Friday, Feb 26th at 15:30 US Eastern Time,** with all of you and the speakers to go over the agenda, logistics and any questions you may have. You'll find the link to join the session below.

Meeting Title = Connect the Dots Leadership Development Workshop - Americas
Date and Time = Fri, 26 Feb 2021 15:30:00 – US Eastern Time
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Meeting URL:
https://democratsabroad.webex.com/democratsabroad/e.php?MTID=mcb46973bfcc708afad4b4eb9f751f15e

We suggest that during your sessions you cover a couple of themes:

- What does this committee, team, or caucus do?
- How can I specifically support their efforts?
- What questions do you still have about volunteering or Democrats Abroad?

As you prepare for this event, plan on your session to cover prepared remarks to the questions above, and then to take some time to respond to questions or a discussion on a topic relevant to the theme of your room. It's also helpful to have info about specific activities and/or events planned that prospective volunteers can sign up for immediately.

If you'd like to prepare slides, we'd like to recommend you only have 1-2 slides. You can use our template: DA Leadership Template

If you know a DA leader that would like to host a breakout session, there is still time to sign up: https://www.signupgenius.com/go/10c0d4dafad22a3fcc25-americas

You can see below the latest version of the agenda and our goals for this workshop, which could help in preparing your talking points.

We thank you again for your help with making the event happen. The Event RSVP page is up, please help us spread the word!

See you on Friday!

Edgar, Onelica & Emily

REMINDER EMAIL TO ALL PARTICIPANTS

Dear X,

Thank you for RSVP'ing for today's Connect the Dots Leadership Workshop, which is being hosted by the Democrats Abroad Asian American & Pacific Islander Caucus and Hispanic Caucus. We hope you will still be able to join us today at 4pm Berlin time.

[Please click here to download](#) a handout we have put together that gives you an overview of the various volunteer opportunities in Democrats Abroad. Feel free to take a look and we will be happy to answer any questions you have during the workshop.

Here are the meeting details:

INSERT WEBEX OR ZOOM DETAILS

FOLLOW-UP EMAIL TO ALL PARTICIPANTS

Dear Emily,

Thank you for participating in the Leadership Workshop this past weekend hosted by the Democrats Abroad [Global Asian American and Pacific Islander Caucus](#) and [Global Hispanic Caucus](#). We hope that you learned more about the variety of ways you can engage and volunteer with Democrats Abroad.

To make sure that you are connected with the various leaders of Democrats Abroad who you would like to volunteer with, please complete our [follow-up survey](#). We will share your information with the leaders of the caucus(es), team(s), or country committee you're interested in so they can get in touch with you.

There are definitely many ways you can be involved, so feel free to refer to [this handout](#) to read short descriptions about our various caucuses and teams, as well as find direct contact information. If there are specific groups that you already know you want to be involved with, you can contact them directly:

Caucuses
- [Global Asian American and Pacific Islander Caucus](#)
- [Global Black Caucus](#)
- [Global Hispanic Caucus](#)
- [Global LGBTQ+ Caucus](#)
- [Global Progressive Caucus](#)
- [Global Veterans and Military Families Caucus](#)
- [Global Women's Caucus](#)
- [Global Youth Caucus](#)

Task Forces, Committees, and Teams
- [Global Communications Team](#)
- [Design Team](#)
- [Phone Banking Team](#)
- [Diversity and Inclusion Action Committee](#)
- [Equal Rights Amendment (ERA) Task Force](#)
- [Fundraising](#)
- [Global Get Out the Vote Team](#)
- [Taxation Task Force](#)
- [Technology/IT Team](#)
- [Resolutions](#)
- [Voter Protection](#)

Country Committees

You can find the contact information for the committee in your country here. If there is not a committee in the country you live in you can reach out to the Americas regional leadership.

If you have any questions, please feel free to email us at aapicaucus@democratsabroad.org.

Sincerely,

Global Hispanic Caucus

Global AAPI Caucus

FEEDBACK AND TESTIMONIES RECEIVED

"...Potential and current volunteers told me that it gave them a great overview of DA's structure and opportunities, and the testimonials were able to dispel some of the myths of volunteering (e.g., you need to be experienced, have tons of time, etc.)." Pauline Manos, Chair DA Belgium

"After the workshop I am feeling energized and inspired and ready to rebuild the momentum." Elisabeth Myers DA Morocco Democracy Lead

"It was a really welcoming way for people at any level of involvement to see how the org works and how to find their areas of interest" Sarah Mulloy, Vice Chair North and Central Bavaria Chapter, DA Germany

"..that was an exceptional event and you are all to be congratulated on its success!!!!! Well-organised, well-promoted, well-run and well-attended!!!!" Linda Adeson, VFA Global Comms and GOTV

"The session in EMEA was excellent! A great chance to meet other Dems Abroad and to see what opportunities there are as a volunteer. Time well spent and the only complaint was that the breakout sessions weren't long enough to say/hear all there was going on" Pam Miller, volunteer DA Belgium

"Amazing event! Thank you very much for inviting me to participate. I think the turnout was fantastic and people seemed to appreciate everyone's efforts." Adrianne Johnson, DA UK Black Caucus Chair

"Thank you! I have to sign off but this is one of the most informative DA events I've attended. I appreciate all of this info and thank you for all of your work!" Brooke Burns, Deputy RVC EMEA, Treasurer DA France

"I was super impressed with the event. Wonderful idea, Amerika! And we got a much higher turnout than I expected from Americas" Quyen Nguyen, Chair DA Colombia

""yes, I want to also say it was an excellent event and it was great to have so many people there who would not have ordinarily met" Veena Siddharth, Counsel DA Costa Rica

"I really enjoyed yesterday's connect the dots and particularly liked the networking" Julia Bryan, DA Global Chair