PARTICIPANT INSTRUCTIONS – INTERACTIVE SESSIONS

What does meaningful systems change look like for a fair climate future

Day 1, Session 2, 14:40 – 15:05

Aim of the session:
This session is a short introductory activity. The aim of this session is to share visions for what systems change for a fair climate future (i.e. for addressing the climate crisis and building a fairer society) might look like. It will be an opportunity for participants to think about our collective visions for change.

Before the conference:
Participants are invited to think about their response to the following question before the conference, and come to this session with some ideas prepared: **From your perspective, what does meaningful systems change look like in the UK for a fair climate future?**

We will be using the EasyRetro platform for this session. If you haven't used this before, we recommend you spend 2 minutes testing it out before the conference. We've shared some instructions below on how to use it, but please get in touch if you are having any issues.

Note: You do not need to create an account to use EasyRetro during the conference

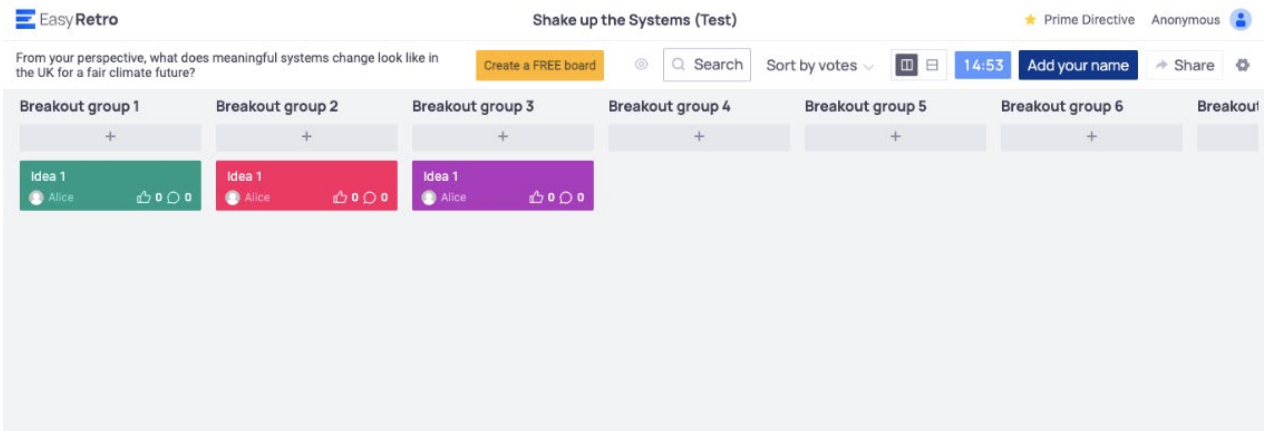
If you would like to practice using the EasyRetro platform before the conference, please use **the test board which can be access via this link: https://bit.ly/3n3pE9c.** You will be asked to enter a password to access the board. **The password is: f456a1.** Please note that some of the functionalities (e.g. timer) won't be active on the test board.

EasyRetro will be used during our introductory session on day 1.

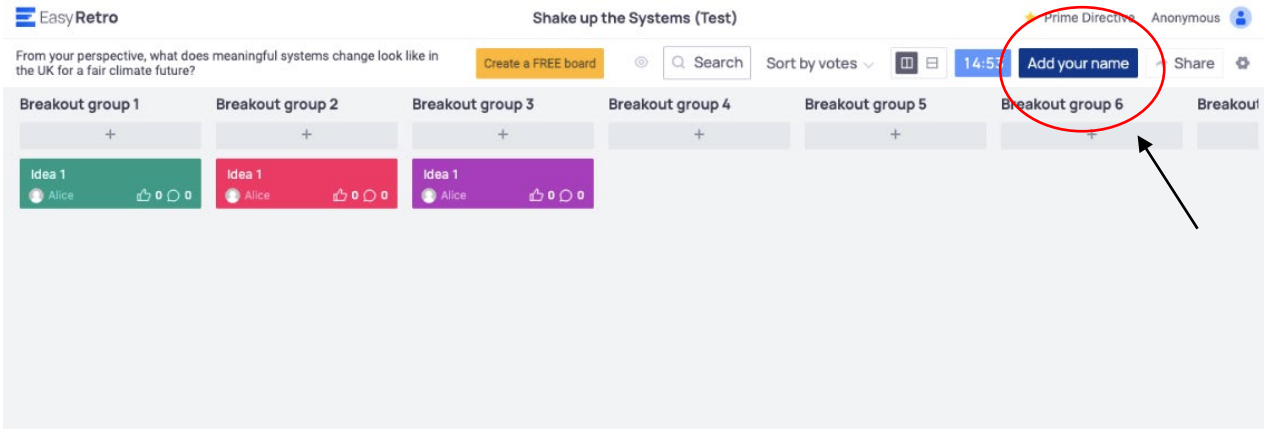
- You will be put into breakout rooms of 4-6 people through Zoom
- In your breakout room, you will have 15 minutes to brainstorm ideas in response to the question, 'What does meaningful systems change look like in the UK for a fair climate future?'.
- In the last 3 minutes of your breakout room, you will be asked upvote the 3 ideas you think are most important in terms of meaningful systems change in the UK for a fair climate future.

Using the EasyRetro platform:

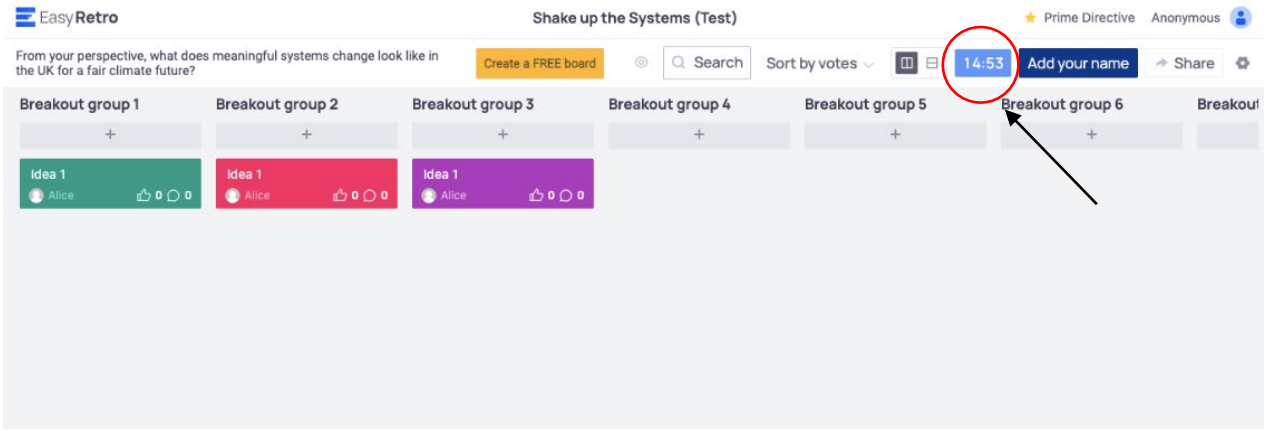
- On the board, you will see a number of columns entitled "Breakout rooms 1 – 20". During the live session you will be asked to find the column for your breakout room, and only input cards into your room's column. Zoom indicates which number breakout room you are in at the top left side of the zoom screen (for more info see the Zoom instructions at the end of this document).



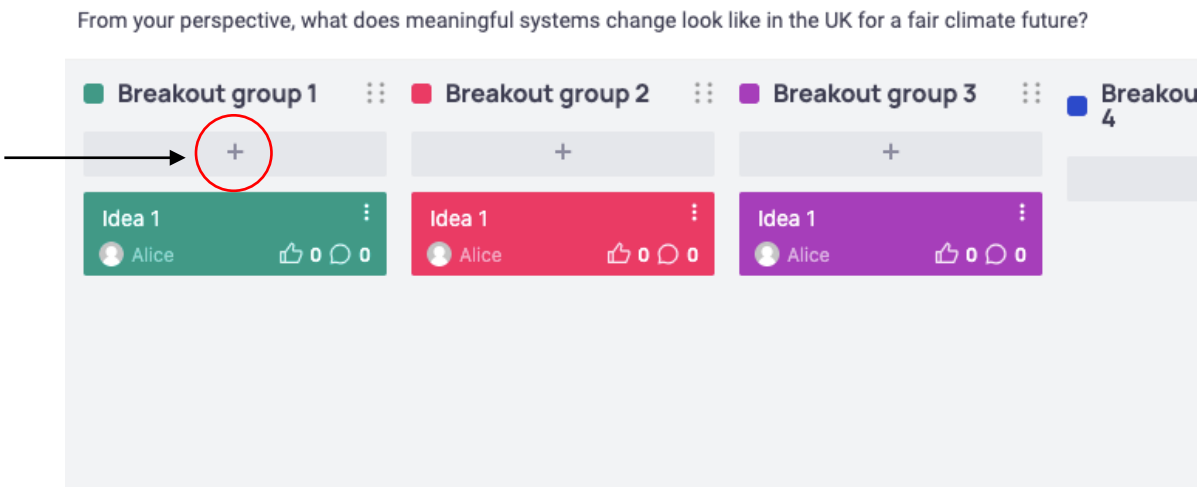
- Start by clicking the blue "Add your name" button at the top right-hand side of the screen. If you would like your contributions to remain anonymous, just leave this blank.



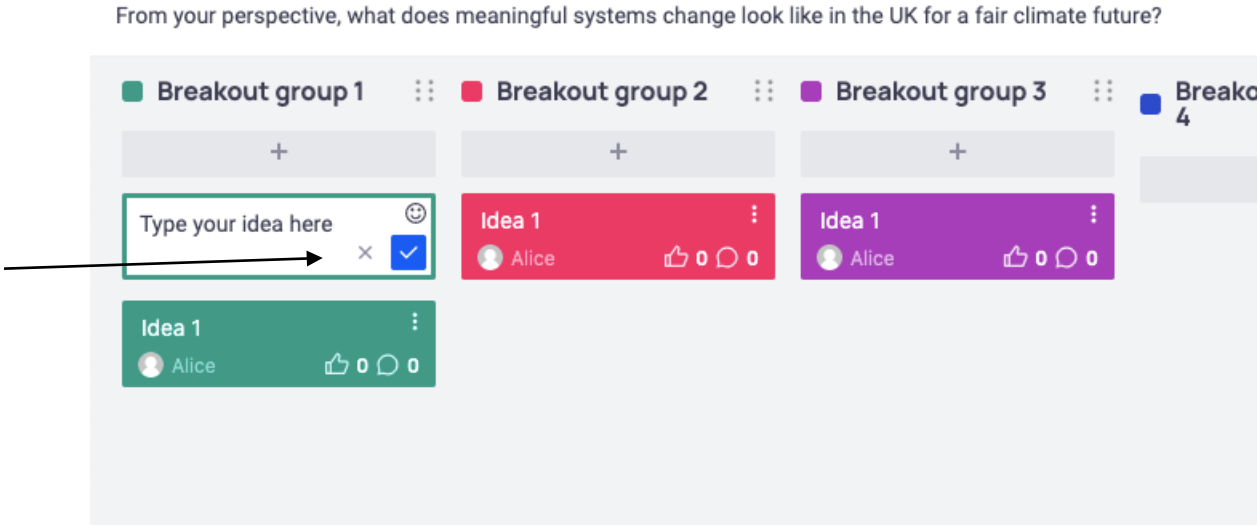
- Next to the 'Add you name" button, you will see a timer counting down. The is the time left you have for this activity.



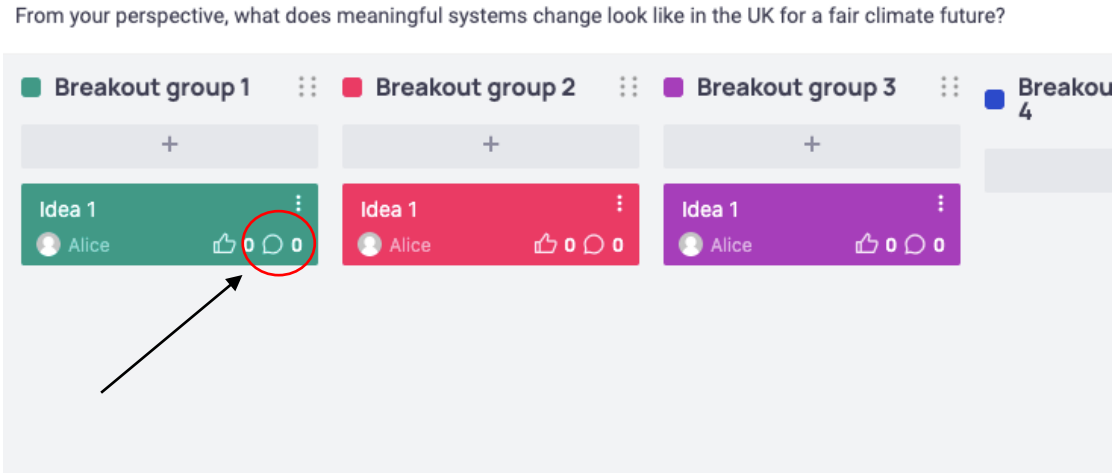
- You can add cards to your column by clicking the grey ✚ button at the top of the column.



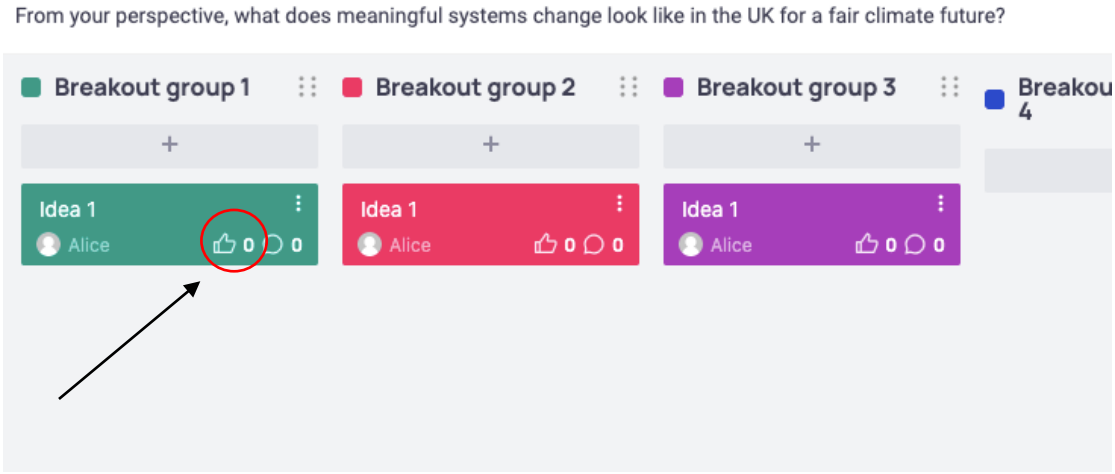
- After pressing ✚, a new blank card will appear, and you will be able type your idea onto the card. Click the tick to add the card to the board. Please only add one idea/response per card. You can add as many cards as you like to your column. Your cards will be visible to everyone who has access to the board.



- You can comment on or add details to other people's cards, by clicking the speech bubble at the bottom right of their card.



- You can upvote your own or other people's cards by clicking the thumbs up button at the bottom right of the card. Remember you only have 3 votes, and please only vote on cards in your room's column.



- To reorder the cards in your column by the most upvoted (rather than recently added), click the "sort by votes" from the drop down at the top of the screen.

Zoom Joining Details

The conference will be held on Zoom. **All conference participants (including speakers) will join through the zoom link accessed through the Sustainability First website (https://www.sustainabilityfirst.org.uk/login-event). Your login details are provided below.**

The format of the conference will be a zoom meeting – this means that all participants can their camera and sound on and off and fully contribute in the sessions. We advise you access the conference on laptop for full functionality and recommend that you have Zoom downloaded.

If at any point you need to leave the zoom call, you can re-join the session at any point using the link on the website. You may be held in the waiting room for a short period of time.

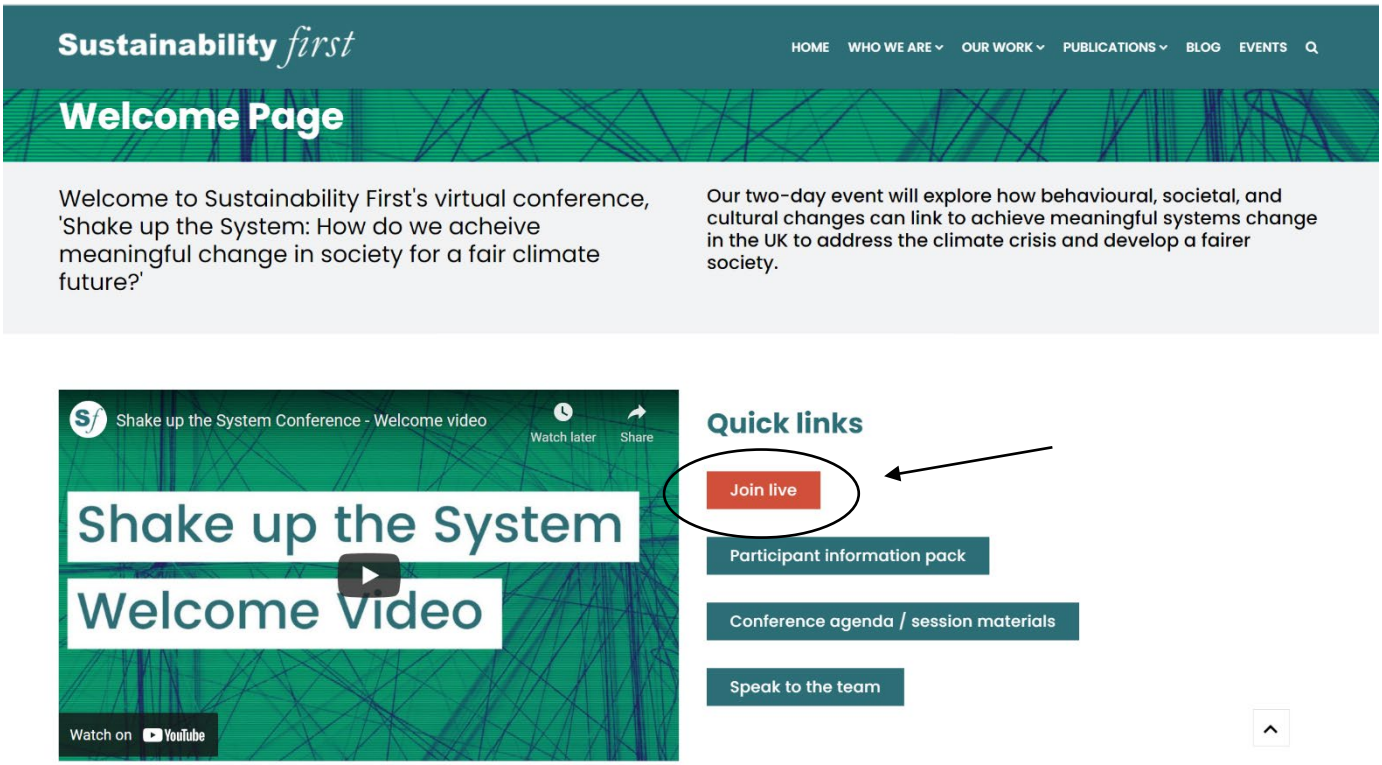
To log in, please visit https://www.sustainabilityfirst.org.uk/login-event.

Here you will need to enter the following username and password

Username: shakeup
Password: system2021##

To join the Zoom meeting, **click on the 'JOIN LIVE' button on the website welcome page** (an example of the web page is shown below)

If you are experiencing technical issues, please contact Janine Duffy
Email: janine.duffy@sustainabilityfirst.org.uk
Phone: +447510836411



Panel Sessions

The panel sessions will be held in the main zoom meeting. The panel will be spotlighted so you can see the speakers. If you would like to ask a question, please use to zoom function to 'raise your hand'. The chair will then come you to ask your question to the speakers. You will need to unmute yourself and turn on your own camera. If you would prefer, you can also ask questions using the chat box.

Breakout Rooms

The interactive sessions of the conference will involve joining breakout rooms in small groups (up to ~ 6 people). Sustainability First will assign all participants to automatically join a breakout room at the start of these sessions.

As you join your breakout room, Zoom will tell you which number breakout room you are in (e.g. breakout room 1, breakout room 2, etc.). Once you are in your breakout room, Zoom will also display this information at the top left of the screen (see below). Make a note of this number, as it will correspond to specific materials you will need to access in your breakout room for that session.

There will also be a timer at the top right of the screen (see below), counting down how much time is left in your breakout group.

If you are experiencing any difficulties in your breakout group, one person should leave the group to join the main conference session. A member of the Sustainability First team will be in the main session to answer any of your questions.

