PARTICIPANT INSTRUCTIONS – INTERACTIVE SESSIONS

The barriers and enablers of system change – learning from each other

Day 1, Session 4, 16:10 – 16:55

Aim of the session: Participants will be able to troubleshoot a specific barrier or challenge they are trying to overcome and come out of this session with new ideas or ways of thinking to implement in their work. This session will be an opportunity for participants to learn from others working across multiple sectors on how they might approach and overcome that issue or challenge. The aim of the session is to identify enablers of change in participants' respective areas of work.

Before the conference: Participants are invited to think about a barrier or challenge they would like to work through in this session. Participants are strongly recommended to come to this session with an idea of a barrier/challenge prepared.

During the session:

- You will have 30 minutes in total for this breakout session
- You will be put into breakout rooms of approx. 4 people through Zoom
- Each person in the breakout room will have 7 minutes to workshop the barrier/challenge that they have prepared for the session.
    - During their first 2 minutes, the participant will introduce their barrier/challenge to the room, including any helpful context
    - During their following 5 minutes, the whole room will identify any enablers for change and workshop how to overcome that barrier, drawing from their experience.
- If all 4 people in your room would like to share a challenge, you will have 7 minutes each to do so. If fewer people in your room would like to share a challenge, then keep an eye on the time to make sure everyone who wants to share is able to. It's completely up to you whether or not you'd like to share.
- One participant in each breakout room will need to nominate themselves as a scribe, capturing the discussion as much as possible through worksheets.
    - There is a separate worksheet for each breakout room. To access the worksheet for your group please select your breakout room using the buttons below. Breakout rooms are labelled by number. 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).
    - We suggest that one person opens the worksheet and shares their screen through zoom with the rest of the breakout room. We recommend opening the worksheet in either Chrome or Explorer.
- After returning to the main conference session at the end of the breakout session, a few people will be asked to volunteer to feedback from their discussion. In particular, we would like participants to feedback on

whether any common barriers and enablers emerged across the different challenges you discussed in your room, so please do keep this in mind during the activity.

Breakout room 1	Breakout room 2	Breakout room 3	Breakout room 4
Breakout room 5	Breakout room 6	Breakout room 7	Breakout room 8
Breakout room 9	Breakout room 10	Breakout room 11	Breakout room 12
Breakout room 13	Breakout room 14	Breakout room 15	Breakout room 16
Breakout room 17	Breakout room 18	Breakout room 19	Breakout room 20
Breakout room 21	Breakout room 22	Breakout room 23	Breakout room 24

Prompting questions to think about in your group:

- What are you trying to achieve? What change do you wish to see?
- What is the barrier or challenge you are trying to overcome? Why do you think this barrier has occurred?
- What enablers of change can you identify?

We've shared a couple of example barriers from our experience below as an idea of the types of challenges you could problem solve in your group. But please note that these will be very specific to the context you work in and may look nothing like these!

- Example 1: I am an artist and the change I would like to see is policy makers and businesses working with creative people to inform their climate responses. One of the main barriers I am trying to overcome is encouraging decision makers to see artists not just as communicators, but as partners who can help shape agendas and action.

- Example 2: I work with an energy company and the change I would like to see is household data being used to inform energy policy and decision making. One of the main barriers I am trying to overcome is customer concerns about privacy and data security around energy data.

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.

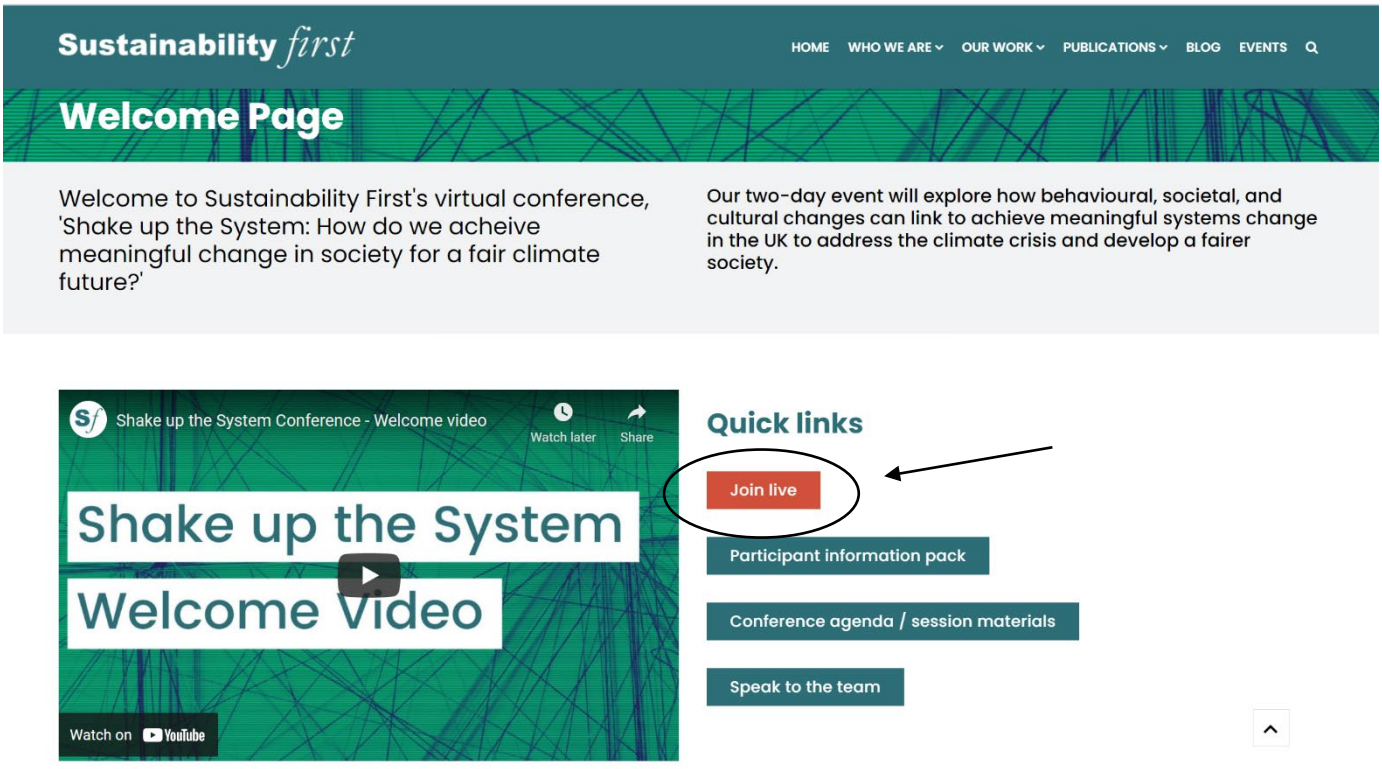
To log in, please visit https://www.sustainabilityfirst.org.uk/login-event.

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.

