

## Framework for Planning Your Rep Day Meeting

Here are some tips and suggestions to make your Rep Day meeting a success!

### Things to do in advance

- Engage students in preparatory activities to improve background knowledge and spark discussion about current issues.
- Plan student questions in advance and share them, along with any requests for particular topics of discussion, with the MP before the visit.
- Provide information about the grade level of the students and number of participants as well. The more information you share, the better prepared the MP will be.

### Preparation

- Consult your administration regarding the meeting and review any related policies.
- Choose a video-conferencing software (Google Meets, Microsoft Teams, Zoom).
- Decide who will host the meeting. The host must schedule a time and provide the necessary information (link/meeting ID) to join the meeting.
- Ensure all parties have access to the software and know how to join the meeting.
- Let students know expectations regarding their professionalism.
- Parental/guardian consent must be granted prior to any recordings of the session.

### IT Tips

#### **If students are joining from individual devices:**

- *Mute everyone except the person speaking* . Not only does it prevent interruptions, but background noise can become amplified by your mic.
- Agree upon a way to ask questions. We suggest the following:
  - Posting questions in the live chat feature;
  - Hand raising, either physically or using the hand icon; and
  - Submitting questions in advance
- Assign a moderator experienced with the software to host and keep the meeting on track.
- It is not recommended that students join from individual devices from the same room due to the potential for audio feedback. If this is the case, each student will require headphones.

#### **If one or multiple classes will be joining from one device per class:**

- Agree upon a way to ask questions. We suggest:
  - Students raise hands and wait to be called upon;
  - Students submit questions in advance;
- Assign a moderator experienced with the software to host and keep the meeting on track; and,
- When students are asking questions, ensure they are close enough to the mic to be heard by their MP.

## Event Format

- Choose a moderator (teacher/student) to keep the visit on schedule and organized.
- Develop a format for the visit and determine the length of each portion.
- Review in advance with the MP.

### Format Suggestions:

- For a small class size a round-table discussion may be possible.
- For larger class sizes we suggest a presentation by the MP followed by a Q&A period.
- The following is a suggested framework, based on a one-hour class visit:

1	Welcome (2min)	Moderator should welcome the MP and outline the structure of the meeting.
2	Opening Introduction (3-5 min)	Brief introductory statement from the MP.
3	Personal questions and/or questions about the role and experience as MP (20 min)	<p>Start with short answer and personal questions to get better acquainted.</p> <ul style="list-style-type: none"> <li>● What do you like best about our riding?</li> <li>● Where is your favourite place to go in our riding?</li> <li>● Why did you want to become an MP?</li> <li>● How would you describe your job?</li> <li>● What is the most rewarding and challenging part of your job?</li> <li>● Do you have any memorable experiences you can share? What different roles within government have you served?</li> </ul>
4	Questions about current political issues (20 min)	Prepare a list of questions and determine who will pose them to the MP. Select questions that relate to issues of interest, nationally and locally.
5	Closing remarks (3-5min)	Final words from the MP.
6	Thank you (2 min)	Plan a formal “Thank You” from designated students.