

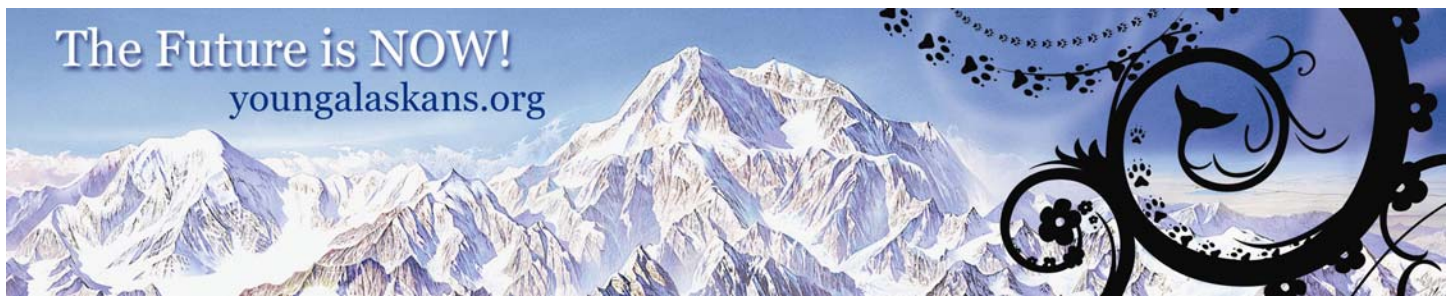
Forum of Young Alaskans

How to Organize a Forum in Your Community

Thank you for your interest in hosting a forum in your community. We hope to involve as many young people as possible in this event. This guide will help you develop a successful local forum event.

IN ADVANCE > STARTING NOW!

- 1. Fill out the attached form** and fax, mail or email it to the Forum of Young Alaskans ASAP (find contact info below). We will send you a Local Forum Kit with the information you need to get going and we'll put your site on the map (literally) at www.youngalaskans.org.
- 2. Find a place to meet** – To be broadcast on the live video feed you will need a site with a video-conferencing endpoint – usually a local school building or University of Alaska classroom. (Call the school district office or the local UA campus if you have one. They can tell you which rooms have conferencing equipment and whether they are available. This is a UA project so if you have a campus in your community they should be happy to help.) For sites without videoconferencing, look for a location with high-speed Internet access, satellite TV, or a cable station that broadcasts UATV. You will also need a landline telephone for calling into the live audio conference.
- 3. Promote your event** – Promotional fliers will be included in your Local Forum Kit. Fill in your location information and put them up around your community. You can download more at www.youngalaskans.org. Talk to local youth groups, teachers, community leaders, and young people ages 16 to 25 about this opportunity to help create the future of Alaska. Before and after the event encourage young people to log on to youngalaskans.org to share their thoughts and apply to the Conference of Young Alaskans, which will take place in January 2009.
- 4. Send us a photo** – Email a photo of your community that will be seen by everyone who attends the Forum of Young Alaskans on October 4. Please send to techteam@youngalaskans.org.
- 5. Decide if you will offer refreshments**
- 6. Decide on Post-Forum Activities** – Some sites will offer optional post-Forum activities from 5:00 to 6:00 p.m. These vary from site to site but could include taking group photos to upload to the site, making short videos of individual's stating their visions for Alaska's next 50 years, helping participants complete applications to the Conference of Young Alaskans, or entertainment options.



THE DAY OF THE FORUM > OCTOBER 4

- 1. Bring materials you will need at the site** – Pencils/pens, computer(s) with Internet connection, cable TV or videoconferencing setup, registration form, discussion guides, agendas and group synthesis sheets, any refreshments.
- 2. Set up the room** – Set up a registration table and arrange other tables and chairs to allow for discussion groups of up to ten. Each table will need a copy of the agenda and discussion guide for each participant plus one set of group synthesis sheets. You will need a computer with an Internet connection to post the results of your site's discussions. Test the Internet connection and log into www.youngalaskans.org. (We will set up at least one user account and password for your site in advance depending on your estimated attendance. If you have more than discussion groups at your site, you can register additional groups as separate "users" the day of the event.)
- 3. Sign into the video or audio conferencing** – Sign on at least 30 minutes early and stay on the line. Have participants fill out registration forms as they enter. At 12:55 be ready to introduce your site and tell us how many participants are there.
- 4. Help facilitate the discussion** – The agenda will walk you and other participants through the suggested discussion topics for the day. Each group or table will be asked to designate a representative to record and report key discussion issues. Be ready to help facilitate the discussion by asking questions that encourage reflection on the issues. Each issue will be introduced with a short video. Let participants know that their thoughts on these issues will contribute to the public debate and help shape the future of our state. Alaska leaders are interested in what young Alaskans have to say.
- 5. Post results from your community's discussion online** – At each of the breaks in the agenda, have the designated group reporter post the top three issues or priorities for their group under the appropriate discussion topic at www.youngalaskans.org/discussion/. If you have more than one group or table and only one computer, you can appoint one person to enter responses for all groups. (They will have to log out and log in for each group. This person should be a volunteer or observer, rather than a 16- to 25-year-old participant, so they do not miss out on any discussion.)
- 6. Encourage participants to apply to the Conference of Young Alaskans** – 55 young Alaskans from across the state will be selected this fall to be delegates to the 3-day Conference of Young Alaskans in Girdwood, Alaska, in January 2009, and their travel expenses will be covered. Your Local Forum Kit will include application information. Participants can apply online at youngalaskans.org.

If you have any questions please contact the project coordinator at 907.978.2925 or info@youngalaskans.org.