MODEL FORM TO SEND TO 500 POTENTIAL ACTIVITY ENLARGERS

WELCOME

**1/ Welcome to the Extension Dynamic**

Hello

You have announced on your Activity in Montreal form that you intend to enlarge your activity over the internet in order to open it up to WSF2016 participants who are not in Montreal.

As contributors to the extension dynamic which has been going on since the beginning of the year, offering a decentralised, active and borderless participation in the WSF process, we welcome you!

We are the Extension Dynamic support team, and we shall contact you to see “how” YOU are going to enlarge your activity over the internet, with our help ☺

Your name

Your email

Your telephone

Country of origin

Your profile on the WSF site

The name of your organisation

Its internet link on the site

Title of your activity (there may be several)

Your activity’s internet link (there may be several)

By enlarging your activity over the internet through the extension dynamic, you will reach more than 100 other groups located outside of the social forum. Their organizers have already placed their activities into this dynamic since the beginning of the year.

These 100+ activities all have a Skype chat room to which you can go on your own by following the Skype links on the presentation pages appearing on the Geographic or Chronological extention lists that you will find below.

Once you’re in the chat room, you’ll be able to text the organizers and other participants who have joined the room (we’ll explain why we use Skype below).

The Skype chat room FIRST OF ALL lets you converse by WRITTEN CHAT with other participants (it’s very flexible, no need to be connected at the same time, the written chat goes to everyone, the next time you connect to Skype you’ll see the various rooms you are in and the number of messages that have been sent in your absence).

Skype chat rooms then let you converse by audio and video, depending on internet quality and if there are less than 25 persons in the room.

You are assured contact with participants in the room, and can have written or audio/video conversations or private audio/video with them.

I’ve made note of this information about extension and it may interest our organisation (see below)

**2/ We suggest that as a first concrete step you create a “conversation” right now, a written chat room on Skype, that will be associated with your activity, thus taking your place in the extension dynamic.**

This chat room will remain online until the end of the year linked with the theme of your activity, even though it only lasted 2 hours, so it’s a way to give continuity to your activity going into the future.

As a participant, the chat room makes it possible after the event in Montreal to contact the organisers of activities you were not able to participate in, due to lack of time or not being present in Montreal.

The online activities rooms in Montreal will all be listed on the EXTENSION MONTREAL page.

You can lead the chat room and invite your contacts yourself on Skype, and you can share the link to the chat room on your networks.

With this link, people who have a Skype account can come into the chat room on their own, and those who do not can get an invitation account that lasts 24 hours.

By having chats BEFORE your activity date, you can familiarise yourself with maintaining the room, “fill” your chat room, and give out directions for preparing your activity. You can as well as tell interested parties (be they invited or those who came on their own) about the type of inclusion you are proposing to them DURING the activity, with several possibilities.

AFTER the activity, you can circulate your forms and documents and give information on how to follow-up on your activity.

**LEARNING You or the persons that you have designated may not be familiar with Skype, but you can learn about it by conversing with a volunteer from our team online who can meet with you by audio/video on Skype.**

**Once the room has been created, after receiving this form, a volunteer will get in contact with you by email to set a time and wait for you in the chat room.**

Yes, agree to create a Skype chat.

No, not interested. We cannot effectively support you because the room creates a communication channel between us and you to support your preparation. ( End of form)

Skype account and telephone (Canada) of one or more persons who will lead the chat room – give an exact Skype address and not just the user name.

Email or Facebook of one or more persons who will lead the chat room if different from yours.

**3 -Finish the form?**

I wish to continue and go a little more in depth

I wish to skip this part and end.

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**4/ We would like you to give us an indication of the type of inclusion you wish to propose during your activity, something you can revisit later by discussing with team volunteers**

1/ You intend to provide NO INCLUSION during your activity, and will only communicate in the room before and after the activity

2/ You intend to provide INCLUSION BY CHAT TEXT AND PHOTOS, (robust, good for all internet set ups)

3/ You intend to provide INCLUSION BY SKYPE AUDIO/VIDEO (for small or larger groups that have a chat room and fairly good connectivity to Montreal and with their online participants)

**Points 1 2 3 simply require being able to manage Skype, which you can learn and master from now until 9 August in the chat room to be created.**

 On your part, plan to bring a portable computer to Montreal for your contact person and an electrical extension cord of at least a few metres is always useful, plus a set of small speakers for option 3.

4/ You intend to provide INCLUSION BY A COMBINATION OF CHAT AND STREAMING VIDEO (for large groups with good connectivity to Montreal and fairly good connectivity for online participants).

**Point 4 requires the complementary use of another streaming tool that you can learn and master with either online volunteers, in the chat room to be created, or on site in Montreal on 7 8 9 August at group classes.**

On your part, you should also plan to bring a second portable computer for your camera person, and a headset will be necessary for sound quality control, as well as the always useful several metre electrical extension cord.

Choice 1

Choice 2

Choice 3+2

Choice 4+2

I’ll choose later

**5/ Whom do you wish to invite into your chat room by Skype or by email or Facebook and why? Will there be a multilingual aspect to prepare for with remote participants?**

**6/ Your human and material resources to enlarge your activity in Montréal**

Our organisation will have no resources in Montreal

Our organisation will have a computer on site that can be lent to a volunteer

Our organisation will have a « contact person » with a computer and if possible an extension cord and speaker

Our organisation will have a contact person in Montreal as well as a camera person and two required computers (with extension cord and audio headset)

Name, email, telephone of contact person

Their level of Skype expertise, which can be improved by Skype exchanges with a volunteer in the chat room

Beginner- has no account but will learn

Already has an account and has used “telephone audio/video by appointment”

Confirmed user

Name, email, telephone of camera person

Their level of streaming knowledge, which can be improved by Skype exchanges with a volunteer in the chat room

Beginner – no experience

Already knows how to make or has a channel

Is interested in group streaming classes

7 August 8 August 9 August

**7/Possibility for a video conference activity with Montreal during the event**

**Besides enlargement, the extension dynamic offers other possibilities**

The extension group will have rooms available where video conferences can be held – completely separate, two-hour activities from 8 :00am – 6 :00pm Montreal time, where a group of participants in Montreal led by you can hold an audio/video conference with a group at another location somewhere else in the world.

Is your organisation interested ?

Yes, and you can pre-reserve a time slot according to the directions in this paragraph

No

Maybe

Your comments and questions  (if you are interested, give the details, time, subject, place, contact information of the person who will be present, etc.)

The date need not be writ in stone,

**8/ Possibility for an activity before the Montreal event**

If your organisation has planned a (semi) public meeting between now and 9 August, it is possible to make it a WSF2016 activity by declaring in the paragraph below.

In this case, the extension team will create a presentation page for it, as well as a chat room, which can be the same one as that of your activity to take place in Montreal, even if it is not the same subject.

Is your organisation interested ?

Yes, and you can create a presentation page and chat room according to the directions in the paragraph below

No

Maybe

Your comments and questions  ( if you are interested, you can give your details about who is the organiser, subject, day, time, place – it is not necessary to set it exactly at this time.

**9/ Possibility for an activity after the Montreal event**

After the WSF2016 in Montreal  until the end of 2016, your organisation can plan a(semi) public meeting.

It is possible to make this a WSF2016 activity by declaring it in the paragraph below.

In that case, the extension team will create a presentation page for it, as well as a chat room which can be the same one as that of your activity to take place in Montreal, even if it is not the same subject

Does your organisation have such an activity planned?

Yes, and you can create a presentation page and chat room according to the directions in the paragraph below

No

Maybe

Your comments and questions  ( if you are interested, you can give your details about who is the organiser, subject, day, time, place – it is not necessary to set it exactly at this time, except for the subject which is reflected in the title.

**10 –Finish the form ?**

I desire more information on the 4 modes to enlarge an activity

I wish to skip this part and end.

**11/More information on the four modes of inclusion during an activity**

1/ you are NOT PROVIDING INCLUSION during your activity, and you will inform you participants afterwards by sending them photos in the chat room and a video link you have put online, or the minutes of your activity

Comments and questions  choice 1 (we will respond during preliminary contacts in the chat room)

2/ You will provide INCLUSION BY TEXT AND PHOTOS, meaning that during your activity, a person on your team, called the “contact person”, shall perform the following actions :

a/ Send photos ( of low resolution that are easily manipulated over the internet ) allowing remote participants to be able to view the conference room in Montreal;

b/ Send written notes throughout the activity on what is discussed in the room that are detailed enough to engage a person who is participating via these notes;

c/ Gather and verbally share in the conference room the written responses sent by remote participants;

d/ Communicate in writing the responses or reaction of the “room in Montreal” to their comments.

MULTILINGUAL You can open up your activity to diverse linguistic communities: have a contact person for English, a contact person for French, a contact person in Spanish, or another language operating in different chat rooms, so that what is said in the room in Montreal is then directly translated in writing by the contact persons, through whom remote participants can participate in their language.

WRITTEN ACCOUNT The notes being typed can serve as your activity’s minutes and summary.

ELECTRIC FEED The contact person brings a portable computer and an electrical extension cord to allow for greater freedom of movement.

Comments and questions  Choice 2 (we will respond during preliminary contacts in the chat room)

3/ You are providing INCLUSION BY AUDIO/VIDEO SKYPE

If your room has 25 or fewer participants, you can mix mode 2 and mode 3 in the same room.

VISUAL OF THE ROOM Audio mode 3 is less work for the contact persons, but the contact person needs to be at their keyboard to send texts to remote participants who are given or not the floor, and at these times, the webcam on the portable computer will be mostly showing the contact person’s face and not the room. Connecting a separate webcam will allow for greater flexibility.

SOUND VOLUME The contact person can come equipped with small speakers that are fed directly by the computer, allowing the room to hear what is being said.

GOING AROUND THE ROOM The contact person can cut off the sound of their computer while continuing to communicate in writing with remote participants until the time they are given the floor.

RECORD The audio or a few minutes of video can be recorded. Writing and photos (mode 2) are very practical for communicating a basic summary of the activity.If your chat room already has more than 25 people, it is possible to create an ADDITIONAL AUDIO/VIDEO ROOM where people can come to be connected live during the activity.

Comments and questions  Choice 3 (on we will respond during preliminary contacts in the chat room)

4/ You are providing inclusion by a COMBINATION OF CHAT AND STREAMING VIDEO

This mode allows for the inclusion of a large number of participants. On one side, a « camera person » films the activity live on the internet and the link to the internet channel is shared in the chat room in writing by mode 2.

MULTILINGUAL, same as mode 2, the contact persons will provide written translations live in their chat room.

SOUND QUALITE Sound quality is of utmost importance during streaming – it is important for the contact person or camera person to have an audio headset to verify the Youtube sound quality and modify the computer-camera placement as a result.

VIDEO RECORD Streaming allows you to have an average quality video that can be looked at again after the activity – the directions for the chat room in mode 2 can be used to create a minute count for the video to refer to sequences ( for example, at xx minutes from the start of a person speaking, etc.) The minute count allows you to go through the video to reach specific speeches, etc.

LEARNING HOW TO DO STREAMING We suggest you use Gmail + Youtube on Google to create a channel linked to a Gmail account you can create for the occasion. Other solutions are possible.

Comments and questions  Choice 4 (we will respond during preliminary contacts in the chat room)