

## Moderation

*Keep each group moving and everyone heard.*

Keep a small group on track and on time, draw out quiet voices, rein in dominant ones

## Photos / Collecting Data

*Capture the room (images of boards and online boards).*

Document the day (photos, boards, sticky walls, artefacts) and steward consent and storage.

## Presenter

*Present the session agenda*

Introduce the session and segments, introduce activities and cards.

## Opening & Closing Remarks

### | *Opening and Closing Remarks*

Welcome and set tone, norms, and goals; at the end synthesise, thank people, name next steps.

## Post-it Consolidation & Support

| *Turn scattered notes (online and in-person) into something the group can see.*

Cluster and theme sticky notes as they pile up, merge in-room and online inputs, float to unblock groups.

## Online Facilitator

### | *Moderation for the remote participants*

Run the virtual side (Zoom, breakouts, chat, hands) so remote folks contribute equally.

## Note Taker

| *Keep the record so nothing said is lost.*

Capture discussion, decisions, and open questions in a shared doc; split coverage when there's more than one.