

ILTC 2021 | 23-25 July 2021
ZOOM Admin Programme

Day 1 – Friday, 23 July 2021 Host: Lynette	
Time	Activity
6.00pm – 6.30pm	Working Comm to log in – briefing in Main Meeting Room. All to use ILTC 2021 Zoom background throughout <i>Host to make all working comm members co-hosts</i>
6.20pm – 6.30pm	Facilitators to start entering <i>Host to open all breakout rooms</i> <i>Host to send Facilitators, Ernest, Victor & Debbie into Facil Room</i>
6.30pm – 7.00pm	[Ernest & Victor] Facilitator Briefing <ol style="list-style-type: none"> Debbie to run through any final reminders eg. attendance updating, to ra-ra their Participants Ernest to run through flow of teambonding night, role of Facilitators for this segment <i>All to return to Main Meeting Room once done</i>
6.30pm – 6.40pm	1st Wave of Registration <i>ZOOM Host (Lynette)</i> <ul style="list-style-type: none"> <i>Check names, admit into Main Meeting Room</i>
6.40pm – 6.50pm	2nd Wave of Registration <i>Same as above</i>
6.50pm – 7.00pm	3rd Wave of Registration <i>Same as above</i>
7.00pm – 7.30pm	<i>Spotlight speakers</i> [Debbie] Welcome to ILTC 2021 <ol style="list-style-type: none"> Welcome

	<ol style="list-style-type: none"> Invite Louis (President) to say a few words Invite Mukund to say a few words Invite Debbie to say a few words Reminders on some online etiquette Have fun, meet new friends, facils
7.30pm – 9.00pm	[Ernest & Lynette] Teambonding Night 7.30pm: <i>Host to send Facilitators and Participants to respective Breakout Rooms for energisers and ice breakers.</i> 7.55pm: <i>5 min broadcast message</i> 8.00pm: <i>All to return to Main Meeting Room</i> 9.00pm: <i>Host to send Facilitators and Participants to respective Breakout Rooms</i>
9.00pm – 9.05pm	Final reminders by Facilitators <ol style="list-style-type: none"> Eating lunch together the next few days Recap on what time to log in tomorrow <i>Facilitators to return to Facil Room once done</i>
9.00pm – 9.30pm	[Whole Team] Facilitator Debrief <ol style="list-style-type: none"> Gather sensing on how the groups are Reminder to mark attendance

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Day 2 – Saturday, 24 July 2021 Host: Lynette	
Time	Activity
8.00am – 8.30am	Working Comm to log in – briefing in Main Meeting Room. All to use ILTC 2021 Zoom background throughout <i>Host to make all working comm members co-hosts</i> <i>Host to open all breakout rooms</i>
8.30am – 8.40am	1st Wave of Registration <i>Host (Lynette)</i> <ul style="list-style-type: none"> • <i>Check names, admit into Main Meeting Room</i> • <i>Give James, Ronald, Mukund, Rotaractors, Rotarians and Staff Advisors Co-host Rights</i>
8.40am – 8.50am	2nd Wave of Registration Same as above
8.50am – 9.00am	3rd Wave of Registration Same as above
9.00am – 9.15am	[Lynette] Some ra-ra before handing over to Rotarian Mukund To invite participants to rename themselves E.g. [BGEIC] [Group 3] Lynette . See last page for acronyms. Host to start manually randomly assigning to 7 rooms for 10am – 10.45am segment. About Rotary (Part 1) <i>Spotlight speakers & make them co-host</i> Introduction & Programme by PE James Lim Speech by DG Dolly Yeap Speech by Pres Louis Lim

9.15am – 10.00am	About Rotary (Part 2) <i>Spotlight speakers & make them co-host</i> What is Rotary? By PE James / PDG Philbert Chin What is Interact, RYLA and Youth Exchange? By PE James / PP Shine Naidu
10.00am – 10.45am	About Rotary (Part 3) <i>Spotlight speakers & make them co-host</i> What is Rotaract? By Rotaractors Activity: Get to know your Rotaractors / By Rotaractors 10.15am: RANDOMLY SEND Participants into 7 rooms. At least 1 Rotaract Facil in each room. (To confirm the list of Rotaractors involved) 10.40am: 5 min broadcast message 10.43am: 2 min countdown. Close all Breakout Rooms and send everyone into the Main Meeting Room
10.45am – 11.00am	About Rotary (Part 4) <i>Spotlight speakers & make them co-host</i> What are the 7 areas of focus and how to connect with your Rotarians? By Anil (30 mins) Host to start reassigning participants based on Interact Club (based on acronym already in name). For Malaysians and those that have only 1 pax per club, split them up to listen to other schools.
11.00am – 12.00pm	About Rotary (Part 5) <i>Spotlight speakers & make them co-host</i> End Polio Now by James

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	<p>Activity: Planning for End Polio Programme and a programme for 6 areas of focus</p> <p>11.15am: Send Participants into rooms by INTERACT CLUB. Remind them that later at 11.30am they need to come back to the Main Meeting Room themselves. Show them how to leave Breakout Room.</p> <p>11.25am: 5 min broadcast message</p> <p>11.28am: Leave Breakout Rooms open. Everyone to exit Breakout Rooms on their own and come back to the Main Meeting Room</p> <p>Lynette and Debbie may need to do some shepherding</p> <p>Big Group Presentation by James & Anil Wrap up by James</p> <p><i>(30 mins) Host to start reassigning participants based on original group number</i></p> <p>[Lynette] Thank the Rotarians for sharing. Inform groups that they can have their lunch in their Breakout Rooms and their Facilitators will be meeting them there</p> <p>12:00pm: Host to send Participants into respective Breakout Rooms for lunch</p>
11.20am – 11.30am	<p>Facilitators to start entering</p> <p><i>Host to open all breakout rooms</i></p> <p><i>Host to send Facilitators into Facil Room</i></p>
11.30am – 12.00pm	<p>[Debbie & Aubrey] Facilitator Briefing</p> <ol style="list-style-type: none"> 1. Debbie to run through any final reminders eg. attendance updating, to ra-ra their Participants

	<p>2. Aubrey to run through Volunteer Recruitment workshop</p> <p><i>Facilitators to head to respective Breakout Rooms once done to join their groups for lunch</i></p>
12.00pm – 1.15pm	<p>Team Lunch & Energisers</p> <p>Facilitators to engage Participants in lunch time discussion and energisers</p> <p>1.13pm: 2 min countdown. Close all Breakout Rooms and send everyone into the Main Meeting Room</p>
1.15pm – 1.30pm	<p>[Lynette]</p> <p>1.15pm – 1.30pm: Some ra-ra before handing over to Aubrey</p>
1.30pm – 4.30pm	<p>[Aubrey] Volunteer Recruitment</p> <p><i>Aubrey to screen share for module</i></p> <p>1.40pm: Breakout Session 1 (<i>Host to send Facilitators and Participants to respective Breakout Rooms</i>)</p> <p>1.47pm: 3 min broadcast message</p> <p>1.48pm: 2 min countdown. Close all Breakout Rooms and send everyone into the Main Meeting Room</p> <p>2.20pm: Breakout Session 2: BBT Brainstorm (<i>Host to send Facilitators and Participants to respective Breakout Rooms</i>)</p> <p>2.45pm: 5 min broadcast message</p> <p>2.48pm: 2 min countdown. Close all Breakout Rooms and send everyone into the Main Meeting Room</p> <p>3.55pm: Breakout Session 3 (<i>Host to send Facilitators and Participants to respective Breakout Rooms</i>)</p> <p>4.07pm: 3 min broadcast message</p>

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	4.08pm: 2 min countdown. Close all Breakout Rooms and send everyone into the Main Meeting Room
4.30pm – 5.00pm	<p>[Lynette] End of Day Debrief Host to open all breakout rooms Host to send Facilitators and Participants into their respective Breakout Rooms</p> <p>Final reminders by Facilitators</p> <ol style="list-style-type: none"> Eating lunch together tomorrow Recap on what time to log in tomorrow
6.30pm – 7.00pm	<p>[Whole Team] Facilitator Debrief</p> <ol style="list-style-type: none"> Gather sensing on how the groups are Reminder to mark attendance

Day 3 – 25 July 2021	
Host: Lynette	
Time	Activity
8.00am – 8.30am	Working Comm to log in – briefing in Main Meeting Room. All to use ILTC 2021 Zoom background throughout Host to make all working comm members co-hosts Host to open all breakout rooms
8.20am – 8.30am	Facilitators to start entering Host to open all breakout rooms Host to send Facilitators, Ernest, Victor & Debbie into Facilitator Room
8.30am – 9.00am	[Debbie & Jia En] Facilitator Briefing

	<ol style="list-style-type: none"> Debbie to run through any final reminders eg. attendance updating, to ra-ra their Participants Jia En to run through Volunteer Retention workshop <p>All to head to respective Breakout Rooms once done</p>
8.30am – 8.40am	<p>1st Wave of Registration Host (Lynette)</p> <ul style="list-style-type: none"> Check names, admit into Main Meeting Room <p>There will be Rotaractors and Rotarians coming in for this session. Have told them to put 'Rotarian' in front of their names, but it is likely that not all will follow. So let's be flexible and let them in.</p>
8.40am – 8.50am	2nd Wave of Registration Same as above
8.50am – 9.00am	3rd Wave of Registration Same as above
9.00am – 9.30am	Team Time & Energisers
9.30am – 9.45pm	<p>[Lynette] 9.30am-9.45am: Some ra-ra before handing over to Jia En</p>
9.45am – 12.45pm	<p>[Jia En] Volunteer Retention Jia En to screen share for module</p> <p>9.50am: Role-play Activity 1: Giving Feedback (Host to send Participants and Facilitators to respective Breakout Rooms) 10.28am: 2 min countdown. Close all Breakout Rooms and send everyone into the Main Meeting Room</p>

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	<p>10.55am: Role-play Activity 2: Conducting Reflections (Host to send Participants and Facilitators to respective Breakout Rooms)</p> <p>11.23am: 2 min countdown. Close all Breakout Rooms and send everyone into the Main Meeting Room</p> <p>12.00pm: Breakout Discussion (Host to send Participants and Facilitators to respective Breakout Rooms)</p> <p>12.28pm: 2 min countdown. Close all Breakout Rooms and send everyone into the Main Meeting Room</p>
12.30pm – 12.45pm	[Lynette] Wrap up & Sharing on Youth Corps Programmes
12.45pm – 2.30pm	<p>Team Lunch & Final Debrief Facilitators to eat lunch with Participants and conduct final debrief.</p> <p>2.25pm: 5 min broadcast message</p> <p>2.28pm: Leave Breakout Rooms open. Everyone to exit Breakout Rooms on their own and come back to the Main Meeting Room</p> <p>Lynette and Facilitators to head to Facil Room</p>
2.30pm – 3.00pm	<p>Sharing of Programmes that Interactors can take part in</p> <ul style="list-style-type: none"> - [20 min] Public Health Ambassadors (By Dr Steven) - [5 min] Eco-Warriors By [Rtn. Louisa Lim] - [5 min] Mental Wellness Speaker (TBC)
3.00pm – 5.00pm	<p>ICC Elections Process:</p> <ul style="list-style-type: none"> • 5-10 mins: Opening by YSC Chairperson + Roles and Responsibilities of ICC (Sharing by Mukund)

	<ul style="list-style-type: none"> • 5-10 mins: Outgoing chairperson to share his/her experience • 5 mins: Briefing on the procedure <p>Host to send Participants to respective School Breakout Rooms</p> <ul style="list-style-type: none"> • 10 mins: Discuss within their own clubs if their P/VP wants to stand for election <p>Host to close all Breakout Rooms and send everyone into the Main Meeting Room</p> <ul style="list-style-type: none"> • Up to 25 mins: Candidates who want to stand for election are to give a short speech (3 minutes per person) <p>Host to send Participants to respective School Breakout Rooms</p> <ul style="list-style-type: none"> • 10 mins: Go back to their own clubs to discuss who they want to vote for to be in the ICC. 3 votes per club <p>Host to close all Breakout Rooms and send everyone into the Main Meeting Room</p> <ul style="list-style-type: none"> • 10 mins: Google Poll: 1st round of voting to shortlist 5 pax to form ICC • Up to 15 mins: Candidates to give short speech to run for Chairperson
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	<ul style="list-style-type: none"> 10 mins: Discuss within their own clubs on who they want to vote for to be the Chairperson. 1 vote per club <p>Host to close all Breakout Rooms and send everyone into the Main Meeting Room</p> <ul style="list-style-type: none"> 5 mins: Google Poll: 2nd round of voting to identify Chairperson <p>Total time – 2 hours.</p>
5.00pm – 5.30pm	<p><u>Farewell</u> Lynette to close the camp. Participants OTOT to leave the meeting.</p> <p>Host to send Participants to respective School Breakout Rooms</p> <p>Working Comm to remain in Main Meeting Room with Rotarians (alternatively, can go into Rotary Club Room). Debrief once Rotarians have left.</p>

Number of breakout rooms required (max 50 rooms):

- 13x ILTC Breakout Rooms
- 20x School Breakout Rooms
 1. ACS (I)
 2. ACS (International)
 3. (BGEIC) Bukit Gomak Eagles IC
 4. (CJC) Catholic JC
 5. (DSS) Dunman Secondary School
 6. (FSS) Fuchun Secondary School

7. (GIIS) Global Indian International School
8. (HCI) Hwa Chong Institution
9. (JPJC) Jurong Pioneer JC
10. (NJC) National JC
11. (NPS) NPS International School
12. (PCSS) Peicai Secondary School
13. (PSS) Punggol Secondary School
14. (RI) Raffles Institution
15. (SJII) St Joseph's Institution (International) X 1 pax
16. (TMJC) Tampines Meridian JC
17. (TKGS) Tanjong Katong Girls School
18. (VJC) Victoria Junior College
19. (YIJC) Yishun Innova JC
20. (MSIA) Malaysia Interact Clubs

- 1x Facil Room
- 1x Rotary Club Room
- 1x Working Comm Room
- 1x Holding Room

Settings to enable:

- Hosts/co-hosts to be able to share screen
- 2 min countdown timer to close breakout rooms
- Allow Chat in main meeting and breakout rooms (to everyone – no private messaging)
- Host to send Participants into breakout rooms immediately (no need for them to click 'join')