

# All Hands Meeting Agenda

## Arrivals & Mingling

- Participants arrive in the room.
- Naturally form groups of 10 people or less for best speaking and listening capability within the room.

## Welcome

- Host greets the room. Make a toast or start a presentation to speak to everyone in rooms with more than 10 people.
- Go over your goals and what you hope to accomplish in your time all together.

## Activity 1

- Host chooses and leads the room in an interactive activity.
- We recommend [Q & A](#) or [Cybersecurity Exercise](#).

## Activity 2

- Host chooses and leads the room in another interactive activity.
- We recommend [Recognition Moments](#) or [Live Recognition](#).

## Announcement

- Host addresses participants, explaining why they had everyone participate in the above activities.

## Mingling

- Participants can freely move around the room, continue conversations, and bond with their teammates.
- Option to use the Photo Booth feature to take group photos.

## Farewell & Departures

- Host gives a conclusion of the meeting and shares any final points.
- Option to close the room or leave it open for people to hang out in.

# Q&A

## How it Works

- Determine who will be answering the questions. This can be the host or anyone else in the room - CEO, a department head, or someone outside of your organization that you have asked to be there. This can also be multiple people.
- Naturally form groups of 10 people or less for best speaking and listening capability within the room.
- The person(s) answering questions will go into presentation mode. If they are the host, they can select themselves as presenter. If they are not the host, the host must invite them to present. Once in presentation mode, select Classroom mode from the Presenter Settings.

\*See the next page for notes and help center articles on Preciate's controls and features.

- Presenter gives a brief introduction and announces the topic they will be discussing as well as its significance. This can be as basic as name, location, and role or what they have been working on recently, depending on the audience. Feel free to share your screen anytime during the presentation.
- Participants can push the 'Raise Your Hand' button to be added to a queue that is visible only to the presenters and hosts. When the presenter/host selects the participant, they can speak to the entire room and ask their question.

\*For more information on the Presenter Settings, see the help center articles linked on the next page.

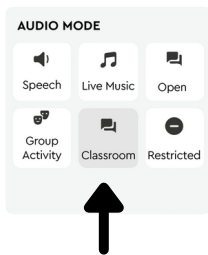
- Presenter(s) answer the question. When they are finished, they can end the individuals turn and move down the queue until everyone who raised their hand has been called on.
- When time is up or there are no questions remaining, presenter(s) gives a closing statement and then ends the presentation.

## End

## Suggestions

- Works for groups of any size.
- Notify your team about this activity in advance so that they can come prepared with questions to ask.
- Read our Help Center article about the Presenter Settings (linked below) to determine which advanced settings are appropriate for your specific group and event.

## Controls & Features to Use



### Presenter Settings: Classroom Mode

- With this mode selected, each participant's view of the presentation will default to full-screen. Group conversations will be disabled. And Queued Q & A will be turned on, showing attendees a button that says "Raise Your Hand."

### Chat



- Send a direct message to everyone in the room or to an individual participant.
- Raised hands will be visible to the presenter(s) and hosts in the chat box.



### Share Screen

- Easily Share your screen at any time during a presentation to display any relevant information.

## Help Center Articles

- [What are groups in a Preciate Room?](#)
- [Can I make someone else a Host in Preciate?](#)
- [What are Presenter Settings and How do I Use them?](#)
- [Can I Screen Share in Preciate?](#)
- [How do I chat in a Preciate Room?](#)

# Cybersecurity Exercise

## How it Works

- Come up with a couple of realistic workplace scenarios that involve cybersecurity. Opt for scenarios that are both relevant and personal to your organization so that your team can practice responding to real potential threats.
- Divide the room up into groups of 4-6 people and have them spread out around the room, establishing some distance between them.

\*Groups must be 10 people or less for best speaking and listening capability in any Preciate room.

- Host can start a presentation or make a toast to give a brief introduction and present the first cybersecurity scenario for discussion. Put the scenario in the chat box after reading it aloud for your team to reference.

\*See the next page for notes and help center articles on Preciate's controls and features.

- Give everyone 10 minutes to discuss the presented scenario within their small groups and come up with their best solutions/responses together.
- Invite one representative from each group to present together in a panel and share their team's solution with the whole team. Discuss further and then reveal the proper response to the scenario.
- Assign someone to take notes of the information and tactics that are shared.
- Whichever team is closest to the proper response wins a point.
- Continue by presenting more cybersecurity scenarios. The team that has the most points at the end wins.

**End**

## Suggestions

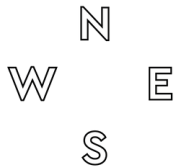
- Works for groups of any size.
- Prepare for this exercise by finding common cybersecurity scenarios on the internet, or coming up with your own.

## Controls & Features to Use



### Chat

- Send a direct message to everyone in the room or to an individual participant.



### Compass

- Turn on Compass to make quadrants visible on mini map and in room.



### Make a Toast

- Speak to the entire room. Making a toast will lower everyone's audio so that they can tune into your announcement.

## Help Center Articles

- [How do I make a toast in a Preciate room?](#)
- [How do I chat in a Preciate Room?](#)
- [What is the Compass feature and how do I use it?](#)
- [How do Presentations work in Preciate rooms?](#)

# Recognition Moments

## How it Works

- The host, typically a team leader or manager, will come prepared with thoughtful, appreciative things to say about members of their team. Recognition from a superior carries extra weight.
- Allow attendees to naturally form groups of 10 people or less, establishing some distance between them. This allows for best speaking and listening capability within the room.
- Host begins a presentation and selects Speech mode from the Presenter Settings. This will default everyone's view of the presentation to full screen and enable Many Push to Speak, allowing the audience to participate.

\*See the next page for notes and help center articles on Preciate's controls and features, including Presenter Settings.

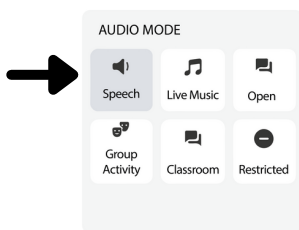
- Highlight the achievements of your team members, and let them know you are grateful for their contributions.
- While the host is recognizing an individual in the room, the other attendees can applaud for and cheer them on by pushing the 'Speak to Room' button. They can also send additional words of appreciation via the chat.
- The host can either individually recognize everyone in the room, or a select few that deserve special appreciation for their recent work accomplishments.
- If you have Preciate Recognition, or another recognition platform, take this moment to send recognition to your team members there as well.

## End

## Suggestions

- Works for groups of any size.
- Have the team leader prepare recognitions in advance.
- Read our Help Center article about the Presenter Settings (linked below) to determine which advanced settings are appropriate for your specific group and event.

## Controls & Features to Use



### Presenter Settings: Speech mode

- Speech Mode brings attention to the main speaker or presenter but allows for unchecked audience participation via push-to-talk button. Group Conversations are off and Default Full Screen is on.



### Chat

- Send a direct message to everyone in the room or to an individual participant.



### Share Screen

- Easily Share your screen at any time during a presentation to display any relevant information.

## Help Center Articles

- [What are groups in a Preciate Room?](#)
- [What are Presenter Settings and How do I Use them?](#)
- [Can I Screen Share in Preciate?](#)
- [How do I chat in a Preciate Room?](#)
- [How do I give people recognition in a Preciate Room?](#)

# Live Recognition

## How it Works

- As people enter into the room, allow them to naturally form groups of up to 10 people. Make sure no one is left out or standing alone.

\*Groups must be 10 people or less for best speaking and listening capability in any Preciate room.

- Give everyone 5 minutes to think of someone (or multiple people) that they would like to give recognition to and prepare to share with the room.
- One at a time, participants will make a toast to give peer to peer recognition. Share some details on how their work impacted you and why they deserve to be acknowledged. Try to keep each toast under 2 minutes to allow time for everyone to share.

\*See the next page for notes and help center articles on Preciate's controls and features.

- During the toast, the rest of the room can give additional appreciation to the person being acknowledged by sending messages in the chat box. Seeing words of affirmation while hearing your recognition will make the person feel extra special.
- After the first toast has ended, another person can start one to give someone else recognition.
- Continue until everyone who would like to recognize a teammate has had a turn to give a toast.
- While everyone is feeling grateful and appreciated, take the opportunity to capture the moment by using the photo booth feature.

## End



## Suggestions

- Works for groups of all sizes.
- For small groups of 10 people or less, you can form one group in the room and there is no need to use toast mode for this activity.
- We recommend using the Preciate Recognition app to regularly send recognitions to your co-workers. If your team has the Preciate Recognition or another recognition app, send recognitions there while facilitating this activity.

## Controls & Features to Use



### Chat

- Send a direct message to everyone in the room or to an individual participant.



### Make a Toast

- Speak to the entire room. Making a toast will lower everyone's audio so that they can tune into your announcement.



### Photo Booth

- The photo booth will take 3 consecutive photos of your screen which you can save & turn into a gif.

## Help Center Articles

- [What are groups in a Preciate Room?](#)
- [How do I chat in a Preciate Room?](#)
- [How do I make a toast in a Preciate Room?](#)
- [How do I give people recognition in a Preciate Room?](#)
- [How can I take a Group Photo in a Preciate Room?](#)