Inside the ABW Studio

[WebEx]

Speaking points

**Opening remarks 10-10:10 (10 min.)**

Good day everyone and welcome to the “Inside the ABW Studio”―a discussion with our [insert name of organization or region] colleagues on what it is like to work in an activity-based working (ABW) environment.

My name is [insert name of facilitator] and I am the [insert title] and will be your host facilitator for today’s session.

I want to start by saying a warm welcome and a heartfelt thank you to our colleagues from [insert name of organization or region] who have graciously agreed to be our guests today and thank you to all of you for taking time out of your busy schedules to participate.

This will be a unique opportunity for us to hear firsthand about things like working in an ABW environment. What it has been like incorporating lockers into a daily routine, how they go about choosing a workpoint that best suits their needs and generally what their overall impressions have been with their new ABW space.

This session will be in three parts:

1. Our guest speakers, through their introductions, will let us know what branch they work for and will give us a brief overall feeling about what it has been like in their new environment.
2. I have some rapid fire questions I will ask our guest speakers. These have been pulled from some of the concerns you have shared with us to date about moving into an ABW environment.
3. The last portion will be open for you to ask your burning questions to the guest speakers. When you do, please ensure you identify who you are targeting the question to. If you do not indicate someone, then it will be fair game for any of our guest speakers to answer.

I will have our other [insert name of organization or region] colleagues introduce themselves in a moment but I just want to get some administrative logistics out of the way.

We are recording this session so it will be important to ensure you are on mute so as not to inadvertently cause unnecessary background noise. You can either mute the phone you are using or you can use the microphone icon on the WebEx Meeting Centre Screen. When you are muted, you will see a slash through the microphone. You should be able to find it in the upper right hand of your screen.

To help ensure you get your questions asked and to avoid people speaking over each other I ask that you use the **raise your hand** feature or the **chat box** feature.

If you would like to ask a question click on the **raise your hand feature**. I, as the meeting facilitator, will see this and then will acknowledge your turn to speak.

If you prefer that I ask your question, you can send it to me in the **chat box**. Type the question in and then hit send. It is defaulted to go to me. I will then ask the person you would like your question directed to.

The **raise your hand** icon can be found in the upper right portion of your screen. The **chat box** is toward the bottom on the right hand side.

Any questions before we start?

**Getting to know you 10:10-10:35 (25 min.)**

So I understand our guest speakers are all in the same meeting room so I will turn it over to you to introduce yourselves. To help keep us on track, you will each have approximately five (5) minutes to introduce who you are, what branch you work for and to talk about your overall impressions of moving into your new space.

[INTRODUCTIONS]

Thank you, that was great and it certainly gives me a good feeling about moving to an ABW environment.

**Rapid fire questions 10:35-11:10 (35 min.)**

Now I have some questions that I have prepared to fire at our guests. Full disclosure, I did help our guest speakers by providing them with the questions ahead of time but they do not know which question I am going to ask them. So here goes…

[insert name and title] Question #1

[insert name and title] Question #2

[insert name and title] Question #3

[insert name and title] Question #4

[insert name and title] Question #7

[insert name and title] Question #6

[insert name and title] Question #5

**Participants’ time to ask questions 11:10-11:55 (45 min.)**

Now it is your turn to ask questions. You can do it either by using the **raise your hand** feature or send them through the **chat box**.

Let’s go to our first question…

[QUESTIONS FROM PARTICIPANTS]

Thank you all for your great questions and to our guest speakers for providing such great answers.

**Wrap-up 11:55-noon (5 min.)**

Well it is time for us to wrap up this session. I want to say a very big thank you to our colleagues from [insert name of organization or region] for joining us today and sharing their experiences with us. It has been extremely informative and helpful as we prepare ourselves for our move.

This session has been recorded and will be available to download and listen to on [insert date] for any of our colleagues who could not attend today.

To those who participated today, I would be interested in any feedback about this session and how to improve it as we are planning similar ones for the [insert name of organization or region] offices prior to their moves. You can email me your feedback directly.

[say only if necessary] If your question was not able to be answered, we will attempt to get answers and upload them to [insert title of the organization’s intranet page] over the next couple of days.

Thank you to all who participated and have a great rest of your day.