



National Museum of American Diplomacy

Virtual Diplomacy Simulation Producer Instructions

The following instructions outline the steps to produce and lead a virtual simulation using the NMAD Diplomacy Simulation Program. A 120-minute program works best, although organizers may expand or minimize the time.

Prior to the Simulation

For Organizers:

The best video platform for the simulation is Zoom Pro Meetings. Ensure that you have the latest version.

The simulation flows best with a facilitator as well as a producer. The producer will be the host of the Zoom meeting.

The producer and facilitator will be the only people in the meeting with host controls. The producer will have full host abilities, and the facilitator will have co-host abilities.

A preferred time of two hours is needed to complete the simulation.

Only keep tabs open with information pertinent to the simulation.

Print or download materials as pdfs for quick reference during the simulation.

Ensure that “In-Meeting Chat” is enabled.

Three different “rooms” will be utilized on Zoom through the manual breakout room function. These rooms will be created prior to the simulation on the Zoom website:

- **Formal Meeting Area:** All participants in the simulation. This is the main Zoom room. This room is automatically created when you create a Zoom meeting
- **Stakeholder Rooms:** Participants of the same stakeholder group.

- **Negotiation Rooms:** Participants representing each stakeholder group. No more than two participants per stakeholder group in these Negotiation Rooms.

Assign participants to their Stakeholder and Negotiating Rooms prior to the beginning of the simulation.

When the facilitator completes the simulation introduction, the producer will then put all participants into their pre-assigned Stakeholder Rooms.

Wait until all participants are in the meeting to organize the pre-assigned rooms.

For Participants:

Make sure Zoom is updated to its latest version.

Only keep tabs open with pertinent information, such as stakeholder sheets and agenda.

Print or download materials as pdfs for quick reference during the simulation.

Participants will rename their Zoom name to include their stakeholder group, as determined by the organizer, example: Stakeholder name - Jane Doe

Participants may “pass notes” during the simulation using the chat function. A technical limitation to this is that participants are not able to send messages to other individuals in different breakout rooms.

Simulation Agenda

Introduction:

15 minutes

- Takes place in the Formal Meeting Area with all participants.
- Questions may be asked here by participants with the “raise your hand” feature.
- Facilitator may use a powerpoint presentation through screen share during the introduction.

- Facilitator gives orders in which the stakeholder groups will present their opening statements.
- After the agenda is given to the group, facilitator/host automatically sends participants into the pre-assigned stakeholder rooms for them to begin crafting their opening statements and positions.

Stakeholder Meeting:

20 minutes

- With hosting ability, the facilitator will enter and exit these rooms briefly to check in with participants and answer any questions and clarify their positions.
- This will be the only designated time facilitator enters a breakout room unless a participant/group requests additional help.
- Help may be requested by participants at any time using the “ask for help” function. This will prompt the facilitator/host to enter the breakout room where help is requested.
- Facilitator/host announce a 5-minute and 2-minute warning with “broadcast message to all” breakout rooms before automatically pulling all participants back into the Formal Session area.
- Host/organizer may set up the timer function to aid in time keeping.
- Discussions with stakeholder teammates in assigned chat rooms.
- Prepare opening statements. Each group selects a spokesperson to deliver the opening statement.

First Formal Session:

15 minutes

- Facilitator/host automatically brings participants back into the formal meeting area.
- Participants will present their opening statements in order previously determined. Only the stakeholder group representative will give the opening statement to the group. All other participants will mute when it is not their turn to speak.
- Facilitator/host automatically sends participants in the preassigned negotiation rooms when discussion concludes.

Negotiation Rooms:

20 minutes

- Negotiations in assigned chat rooms, with one representative from each stakeholder group in each room.
- Minimum amount of time here is 20 minutes, and may be extended as needed.

- Unless help is specifically requested, the facilitator does not need to enter and exit these breakout rooms.
- Participants may use the chat function to discuss ideas with 1-2 other individuals within their negotiation room.
- Automatically send participants back into the formal meeting area when time is up.

Brief Formal Session:

- Groups return to the formal meeting area, then quickly return to the Stakeholder Meeting.
- Orient participants on what is to be discussed in the coming formal session.
- Opportunity to ask facilitator clarifying questions.
- Automatically send participants back into original stakeholder meeting rooms when briefing concludes.

Stakeholder Meeting:

15 minutes

- Stakeholders return to their meeting rooms and discuss with teammates what was accomplished in the Negotiating Room, and determine steps forward.
- Group describes what will be proposed at the final formal meeting. Only the representative for the stakeholder group will be speaking in the formal meeting.
- Automatically send participants into the formal main Zoom room.

Final Formal Session:

15 minutes

- In the same order as previously determined, the spokesperson for each Stakeholder Group reports out on what points their group will support.
- Other participants will mute when it is not their turn to speak.
- Facilitator may ask clarifying questions during this time.
- At the conclusion of the report-outs, simulation ends.

Debrief:

10 minutes

- The group discusses the experience, including what was accomplished and the skills used.