

Awakening the Dreamer
Changing the Dream
Symposium

Hosting, Production and A/V Guidelines



PRODUCING YOUR SYMPOSIUM

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Stage 1: Creating a Vision and Getting Into Action

Clarifying your Purpose and Intentions

All symposiums, whether sponsored by TPA or your community, are guided by the mission to *'bring forth an environmentally sustainable, spiritually fulfilling, and socially just human presence on this planet.'* Start by creating a vision of your event with your team. Who's in the room? How many participants? What happens at the end; e.g. half of the attendees declare they want to bring the Symposium to their communities. Then create a Purpose and Intended Results for your event. (See attachment). As a host you might also think about what unique results you want to produce that are specific to your community. For example, if you are presenting in an educational setting, you might have the goal of inspiring a class to take on an environmental project. If you are presenting to a corporate audience, you may aim to raise awareness around the social, spiritual, and environmental consequences of business.

Choosing a Date and Finding a Venue

A useful tool for event planning is to “start at the end,” that is, choose a tentative date and then work backwards to determine your timeline for successful completion. It is much better to do this and discover you need to move your date up than to set a date and discover that you underestimated your timeline! **A sample timeline is attached for your reference.** You need to take into account the schedules of your facilitators (which you can work out with your Community Leader beforehand) as well as your own and that of anyone else with an indispensable role. For large symposiums we recommend that you allow at least two months between envisioning and holding your event. You should work with the Production Manager to create a task list and refine the timeline.

After outlining your timeline, you still need to remain flexible as you begin your search for a venue. There is ample room for creativity in this, as you use any personal connections available to you, and brainstorm organizations to contact whose missions are aligned with the purpose of the Symposium such as environmental and social justice organizations. Other organizations to consider are Churches, Synagogues, Senior Centers, Art Centers, Libraries, Museums, Schools, Colleges and Community/Recreation Centers. Look for a sponsor that also has a workable venue that they are willing to provide or a sponsor who will subsidize some or all the Symposium costs. This type of financial partnership is always desirable and will give you more leeway in planning your event. Share your experience of and passion for the Symposium and invite the staff of the venue.

Developing a Budget

It is important to coordinate budget development at the “Finding a Venue” stage. Based on the level of co-sponsorship that you obtain, work with your Production Manager to determine what costs you will have to take on. Based on the anticipated costs, work with your Community Leader to determine a projected registration fee. Also, be aware that your Symposium may generate profits. A good policy is to set profits aside for the

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production of the next Symposium in your community. Make sure when a Financial Manager is selected that he or she is informed of the venue costs and the proposed registration fees so they can responsibly manage the other costs inside of these two key factors.

Fundamental considerations that you and the Production Manager must consider when selecting a venue:

- i. **Size:** Make sure the ceilings are high enough for the projector screen, and the space is appropriate for the targeted number of participants. Don't forget to allow space for a 'stage' and a few tables at the back.
- ii. **Set-up:** Is adequate seating provided by the venue? How will it work? You need space to arrange chairs both in rows and in horseshoe-shaped groups of 4-6. Make sure that the room can be fully darkened for the projections. There needs to be adjustable lighting and window coverings. Do they provide seats & tables?
- iii. **Refreshments:** Can you bring food & beverages into the venue? Can the venue provide beverage stations, mugs, flatware, or even catering?
- iv. **Accessibility:** ADA wheelchair accessibility, parking, adequate restrooms, etc.?
- v. **Availability:** For the dates and hours you choose?
- vi. **Central Location:** Accessible by public transportation?

Finally, be conscious of the room and the ways in which it may be distracting. Participants will need an environment that allows them to focus easily: Is there street noise, pillars or other potential obstructions?

Bringing together a team of people

Your Community Leader will help you connect with potential facilitators and work with you to find those whose schedules and location are amenable to your event. Once facilitators have been found for your event, you can begin one of the most important parts of your planning process; the formation of your Invitation & Registration and Production teams. The Host will lead the Invitation & Registration team, given that a key function of the Host is having a full event. The Production team will be led by a Production Manager, who will coordinate volunteers in the following roles: Greeters, Financial Manager, Audio/Visual, Materials/Equipment, Refreshments/Lunch, Room Supervisor, Participation Administrator. It's important to remember that one person may fulfill more than one role and that several people can fulfill one role.

Stage 2: Invitation and Registration Guidelines

Invitation Guidelines

Distinctions of Invitation

- An offering, a request, with no attachment to the response
- An open-hearted sharing of your passion
- An acknowledgement of your relationship with your invitees and their openness to the invitation
- Interact with everyone as if they have a desire, a yearning for a world that is environmentally sustainable, spiritually fulfilling and socially just. Your invitation is an opportunity to reach through resignation and despair about being able to make a difference and touch that yearning
- When people decline your invitation, don't take it personally. Listen intently to what they're saying and for what may be underneath their words. What's missing for them? Focus on how you can provide what's missing.
- Trust that the right people will come; i.e., trust them to self select .
- Present alternative dates if they can't make the one to which you invite them
- Make a list of all those to whom you want to offer the gift of the Symposium and start inviting the ones with whom you feel most comfortable.
- Track the results of your invitations preferably on a spreadsheet with columns for Yes, Maybe, No (usually means Not Now), Reconfirmed, Inviting Others, e-mail address and phone number
- Start inviting at least a month in advance, 6 weeks if possible.
- Make sure they have all the details – date, hours, venue, directions, cost, lunch arrangements, contacts, etc. Send invitations with all the information and how to register on line
- Stay in touch with your Yeses/Confirmed guests. Find out what they need to be there (babysitting?) and what could prevent them from being there. Offer and send them information about TPA and ATD if they request it.
- Reconfirm each person who has said they'll be there a week before the event

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- Send a welcome letter to each reconfirmed guest a few days before the Symposium with the details, directions and parking info, public transportation routes, reminding them to arrive early for registration and coffee, tell them what we'll provide – snacks, lunch, etc., and what they may want to bring, jacket, mug, pen, paper, etc., include cell phone numbers of team members who they can reach at the site if they're late or lost.

- Honor that people will hear the message and answer the call when they're ready – and keep being inviting.

Online Registration: Posting your Symposium on the Pachamama website

Once you have confirmed the date, time and location of your Symposium and you are ready to register people please post your event on the Awakening the Dreamer website at www.awakeningthedreamer.org. We ask everyone who is planning a Symposium to post it to the website for the following reasons: 1) this tool has been created for Facilitators and Hosts to register participants for their Symposiums, 2) participants can find out more information on the website about The Pachamama Alliance and the Awakening the Dreamer Initiative, 3) this allows us a way to track all Symposiums, 4) when participants register, their information will go directly into our database so that we can build an Awakening the Dreamer community to keep Symposium participants connected and informed and provide opportunities for them to get involved in the Initiative following the Symposium.

Step 1: Once you go to the Awakening the Dreamer webpage, click on *Host a Symposium*.

Step 2: Once you are at the Hosting page, **you must login** to post an event or access the Symposium documents. If you've never logged in, you must register for an account. Once you've registered you will be emailed a link from which you must register (only this one time).

Step 3: On the left menu bar, click on *Add a New Event* to post a Symposium. Input all the details of your Symposium. The **Intro Text** will show up on the All Upcoming Events page, so this should be brief and include only the info you want people to see right away. Under **Full Event Description** you should include a description of your event and details about food, cost, special instructions etc.

Step 4: You can collect payments on this page with your Paypal account. If you don't have a Paypal account, you can register for one at www.paypal.com. Once you have an account, all you need to do is enter the email address you used to register for your account in the *Paypal email* field. When the registrant RSVPs for the event, they will immediately be taken to a Paypal payment page. This doesn't ensure that they've paid, though. If they close out the page without paying they will still be included in your registered list, so be sure to check your Paypal account to make sure they paid.

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Step 5: Once you've filled in all the details of your Symposium click Save Event. You can view and edit your event once you've done this. It must be approved before being made public on the Upcoming Events Page. Someone in the office will be notified that it's been posted, review it and approve it.

Step 6: To edit the event: Once logged in, click on the event you wish to edit. On the upper left hand side of the page click *on edit this event* (in orange). Make any edits you like, then click Save Event on the bottom of the page.

Step 7: To access registrants: Once you've logged in, click on the event, scroll down to the RSVP section. You will see 4 tabs – RSVP, Directions, Registrant List, Email Guests – click on Registrant List. You can print the list or export it into an excel spreadsheet.

Step 8: After you are satisfied with how your event looks on the website you can send out invitations to your contacts and send out a link to register for your event. You can also send out flyers, which have the link to register for your event on them.

For Technical assistance send an email to atdsupport@pachamama.org. Someone will follow up with you shortly.

Stage 3: Coordinating Symposiums and other ATD Events

There are several areas to be considered in developing and coordinating an ATD Symposium and related events. Below is a brief description of these roles as they relate to the use of the **Symposium Assignments Form** and the **Presenters Planning Outline**. Each region should use these roles, in combination or separate, in the way that is appropriate for the manner in which the team functions in that region. Be open to new avenues that prove valuable for your teams and the ATD community.

Event Coordinator: Provides overall coordination of the team members before the event, manages the production of the event and follow-up after the event. In large Symposiums, specific team members could be responsible for ‘production’ at the event or to manage ‘follow-up’ after the event. Provides leadership in ensuring that the event is a success, and follow-up to participants is completed.

- > Assures that the spirit and connection with earth are present for the team during their participation with each call, meeting and at the event. Asks for team members to open/close sacred space for conference and meetings related to the event.
 - > Approves all expenses for the event and coordinates finances/payments with ‘treasurer’ for that region
 - > Coordinates with the team, the resolution of details on the **Symposium Assignments Form**.
 - > Creates (or assures with the team member responsible) that there is an agenda and time line for conference calls/meetings for that specific Symposium.
 - > If this person is not a presenter for the event, an experienced presenter could be designated as a Presentation Coordinator for that event and would be leading the calls for the presenters.
 - > At the end of the event: Manages packing and transportation of all materials to cars, as well as resetting the room.
 - > After the event: Assures that follow-up calls are done, reports are sent to the TPA office, payments are processed, etc are completed by the team member responsible.
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Section I

Venue Relations Coordinator:

This is normally the ‘host’ of the event. It might be a participant, an ATD ‘community leader’ or another ‘presenter’. It is someone who has a relationship with the group, organizations or location where the event is taking place. All expenses should be approved with the Event Coordinator before signing paperwork with the venue (if applicable).

- > Prior to event: Responsible for the venue scheduling, clarifying what seating, table,

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equipment, etc. is available at the sites, providing accurate information for flyers and press releases, nourishes the relationship with the venue.

> During the event: Works together with the Food and Greening Coordinator (if any) to assure that the handling of food, caterer, etc. provides an empowering relationship with the venue.

> After the event: Receives the invoice from the caterer and gives to the Event Coordinator.

Section II

Food and “Greening” Coordinator: This may be the same person as the ‘host’ or Venue Relations Coordinator depending on the size of the event and/or if the event is catered.

> Prior to event: Coordinates purchase, loan, etc. of sustainable supplies, dishes, glasses and flatware; coordinates details with the caterer (when applicable). Responsible for arranging for the purchasing, preparing, setting out of food and snacks; responsible for maintaining cleanliness and orderliness, cleaning up, recycling, composting and monitoring of the water, coffee, tea and snacks.

> After the event: Manages cleanup, packing, distribution of all food and related supplies

Section III

Promotion and Advertising Coordinator:

> Prior to event: Manages the Invitation process with the team, obtains venue information from ‘host’ of the event, for web site promotions, press releases to newspapers, magazines, newsletters; ‘Introduction Events’ to the Symposium, etc. Also, coordinates the creation and distribution of flyers for the Symposium among the team members and with the Materials Coordinator (if any) for use during the event.

> After the event: Develops ‘Follow-up Letter’, including the next ATD community event (when applicable) and sends to Event Coordinator or person assigned as ‘Follow-up’ coordinator. Sends any articles about the event to Adrienne at TPA (when applicable).

Section IV

Presentation Coordinator: This could be the same person as the Event Coordinator depending on the size of the Symposium and regional team.

> Prior to event: Confirms the presenters, develops the presenter line-up with the other presenters, and provides leadership around the flow of facilitation and AV. They update and distribute the color-coded **Presenters Planning Outline**, and lead the rehearsal of the presenters via a conference call or meeting prior to the event.

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> Day of event: Manages the flow of the presentation along with the A/V Success Coordinator

> At the end of the event: Communicates with the presenters to be sure ‘Presenter Reports’ are sent to TPA within 5 days.

Section V

Registration Coordinator: This could be same person as the Event Coordinator depending on the size of the Symposium and regional team.

> Prior to event: Updates the ATD website with participants who do not register online, sends ‘Welcome Letter’ to participants (when applicable)

> Day of event: Sets up registration table, signage for registration (A-M, M-Z, etc.), nametags, etc. manages and documents money collection, jellybean jar (if used) and ‘interest groups’ sheet

> At end of the event: Manages distribution of funds to the venue and/or caterer (when applicable) and delivers donations collected to the designated person; sends the final roster, participation card/feedback form to the designated person, and makes sure that a copy is sent to TPA office.

Section VI

A/V Success Coordinator:

> Prior to event: Confirms transportation arrangements to venue of all equipment, backup DVD’s, backup equipment (if any), spare projection bulb and batteries for microphones (if applicable). Also, reviews A/V flow of event with other team members assisting with A/V.

> Day of event: Coordinates all aspects of AV, including setup and testing all A/V components (projector, sound system and all microphones)

> At the end of the event: Confirms all equipment is accounted for, packed and clarifies arrangements for next use of A/V equipment (Symposiums, fund raising events, Community events, etc.)

Section VII – Symposium Materials Assignments

Materials Coordinator: This could be same person as the Event Coordinator (or a designated team member) depending on the size of the Symposium and regional team. All expenses should be approved by the Event Coordinator prior to purchase of any materials or supplies.

> Prior to event: Requests from TPA (Adrienne) TPA brochures, business cards, donation forms, Rainforest trips brochures and bracelets; arranges for forms to be printed (Daily Practices, Declaration Cards, Pathways to Participation/Feedback ‘combo’ form (2-

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sided); arranges for other handouts to be printed (Good news/bad news, flyers for the next area Symposiums and Presenter/Community Leader Training information); confirms supplies needed and who is assigned for each item. Works with the A/V Success Coordinator to arrange for A/V transport to and from the event.

> Day of event: Works together with the Production Coordinator in setting up the production and materials tables, distributing and collecting the forms during the event

> At the end of the event: Determine the distribution of TPA brochures, bracelets, etc.

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### **Section VIII**

#### **Team Contact Information:**

> Prior to event: This section is updated by the Event Coordinator (or other team members) as the team for each Symposium is developed and confirmed.

> Day of event: This may be used as a ‘quick reference’ for phone numbers to contact team members who are late, arriving later in the day or who are not at the site of the Symposium

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Section IX

Follow-up Coordinator:

> Prior to event: Confirms follow-up details with Event Coordinator and updates the **Symposium Assignments Form**.

> After the Symposium: Writes ‘Feedback Summary’ for the team (if used by your region), Obtains ‘Follow-up Letter’ from the Advertising and Promotion Coordinator and sends follow-up letter to participants. Works together with the Presentation Coordinator to assure that presenters have been sent to Adrienne at TPA and all participants, who expressed an interest in hosting, facilitating, being in the ATD community, etc., are contacted by the ‘presenters’ (presenters) within the week following the Symposium.

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## **Handling the Pathways to Participation Cards**

Before the Symposium:

1. Designate a “registrar” who is willing to handle record keeping and follow-up of participants. This can be a member of the production or hosting team.
2. Post the Symposium on the website. *To read detailed instructions on how to do this, login to the following website: <http://www.awakeningthedreamer.org/beta/>, click on Hosting Documents, then choose Online Registration: Update to the H&P Guidelines.* The online registration system will allow the registrar to download and print a roster with everyone who registered.

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3. Print out a hard copy of the roster from the event page to take to the Symposium. This is used to check people in at the Symposium, to add walk-ins and to note any no-shows.

After the Symposium:

1. Login to event system at <http://www.awakeningthedreamer.org/beta/> and click on your event. Scroll down to the RSVP tabs above the map. Click on the *Registrant List* tab and export your list to an excel spreadsheet.
2. This excel spreadsheet will include the contact info of people who registered for your event online and includes the following columns: Interested in Facilitator Training, Interested in Hosting/Production to bring a Symposium to my community, interested in Rainforest Trips. So this roster is also the tool for collecting participant information from the P2P cards all in one place. Put an X in the appropriate box of interest indicated.
3. Add walk-ins and remove no-shows.
4. The registrar, or a small team, follow-up with each participant who filled out a P2P card. Preferably this would be a phone call, as this is a good opportunity to connect with a potential future facilitator. You can answer their questions about the training and let them know when the next one in their area will be. If preferred, an email with a link to the appropriate page on the website is fine. Once follow-up is complete, type your initials in the “Feedback Complete” column on the spreadsheet next to the name of the person followed up with.
5. Email spreadsheet to designated “Community Registrar” for the community group within 10 days after completion of the Symposium.

Responsibilities of the “Community Registrar”:

- Keeps track of Symposiums held by persons in that community group and collects the spreadsheets described above, calling community group members as needed to make sure it is turned in within a reasonable amount of time.
- Sends the collected spreadsheets from that community group to Adrienne every two months, by the 15<sup>th</sup> of the following month—so reports are due by March 15<sup>th</sup> (for January-February), May 15<sup>th</sup> (for March-April), July 15<sup>th</sup> (for May-June), September 15<sup>th</sup> (for July-August), November 15<sup>th</sup> (for September-October), and January 15<sup>th</sup> (for November-December). Adrienne follows up with Regional Registrar if spreadsheets are not sent in, and collects info from those who are not working with a Community Coordinator, if any.
- The Community Registrar for each community group also keeps the local data and organizes it into a local database of people who want to support new Symposiums or have something else to offer the local community group. This database will be useful to the local community group members to publicize or support upcoming Symposiums.

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For the purposes of this system, every new Facilitator will be assigned to a Community Group and a Community Registrar.

## **Stage 4: Symposium Completion Procedures**

### PRE-SYMPOSIUM:

**As you plan your Symposium, determine who will handle the registration of participants.** We suggest you find someone who will be the “*registration manager*”. This volunteer’s job is to manage the registrations as they come in, maintaining an updated list of all participants registered for the Symposium and to manage all the Symposium completion procedures listed below with help from the Symposium team as needed.

**For participants who do not register directly on the website,** please obtain their information (name, email, phone and address and the information for their guests) and input this data directly into the event registration page. This will ensure that the majority of participants data is captured in the Awakening the Dreamer database so that we can continue to communicate with Symposium graduates, build the community and obtain ongoing feedback about the impact the Symposium has had on them.

All participants’ data will be used only for Awakening the Dreamer and Pachamama Alliance communications and participants can unsubscribe from receiving emails at any time.

**Send out at least one confirmation email to all registered participants a day or so before the Symposium** with all pertinent details.

### **On the day of the Symposium**

**The registration manager brings the printed list of all the pre-registered participants and will check everyone in and add walk-ins to the list.** If a large number of participants is expected, print a few lists and have 2-4 volunteers check people in so that participants can be registered and seated quickly. As participants arrive, check them off, collect any missing information, take payment (if not prepaid) and take down all contact information for unregistered or walk-in participants.

### POST-SYMPOSIUM:

The following are the steps to complete after the Symposium for participant data collection, feedback and participant follow up. We suggest that the registration manager handle these tasks with the help of other volunteers on the team as needed. **Please complete these steps within a week of the Symposium.**

**Step 1: Collect all forms handed out to participants, including Pathways to Participation forms and feedback forms.** If you decide not to hand out feedback forms,

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make sure the Presenters let people know they will receive an email instead, with a form they can fill out and send back. A link to download the feedback form is posted on the Hosting page of the website: [www.awakeningthedreamer.org](http://www.awakeningthedreamer.org).

**Step 2: Send out a “thank you” email to all participants and attach the feedback form requesting they send this back to your team.** Share the feedback with your team, then send it on to Adrienne White ([Adrienne@pachamama.org](mailto:Adrienne@pachamama.org)) at the Pachamama office. A follow up email template is included with these guidelines and can also be downloaded from the Host a Symposium page on the website.

**Step 3: Ask the Facilitators and Host to create either a collective report or individual reports.** The reports can be obtained from the Hosting webpage. The report(s) and all participant feedback are to be sent via email (and/or mail) to Adrienne.

**Step 4: Follow up on the Pathways to Participation cards either by phone or email.** The follow up calls/emails are intended to support those who filled out Pathways to Participation cards to find out more information about their interest(s) and be supported in taking the next step to get involved in the Awakening the Dreamer Initiative and Community. You may want to split them amongst a few people on your team. We suggest you have a debrief meeting immediately following or shortly after your Symposium, and split up the cards and work out a follow up plan and timeline. You can find a script for the follow up calls/emails at the end of these guidelines.


- **Those who want to find out more about trips to the rainforest** can be directed to the Pachamama website to find out more information and they can contact Rhiannon Gillespie ([Rhiannon@pachamama.org](mailto:Rhiannon@pachamama.org)) directly. If someone on the team has been on a Pachamama trip to the rainforest, they might want to talk to those interested in trips.
- **Those who are interested in the Facilitator training** can be directed to the website to find out more and register for the next training. They can also be directed to get in touch with Emily Smith ([Emily@pachamama.org](mailto:Emily@pachamama.org)). We suggest that Facilitators be available at the end of the Symposium to talk in person with anyone interested in the training, so they can answer questions about the training directly.
- **Participants interested in Hosting a Symposium** are to be followed up with and supported by your team. These folks are the next potential volunteers for your team and may become the next Hosts for a Symposium in your area! If they are interested in hosting a Symposium outside your area please direct them to the guidelines posted on the Hosting page at the website and send their contact information to Adrienne.
- **For those participants who offer “other skills/ideas or contacts”**, please engage directly with those who might be able to offer something for your local team/community. For all others, connect them to Adrienne.

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**Upon completion of the follow up,** make copies of the cards for your records and send the originals to Adrienne at the Pachamama Office: Presidio Bldg #1009, P.O. Box 29191, San Francisco, California, 94129.

**Step 5: Update and complete the roster.** Add the name and information of anyone who did not pre-register directly into the event. For those who registered but did not attend the event, please pass these names on to Adrienne to delete from the attendees list.

For any questions on these procedures please contact Adrienne at [adrienne@pachamama.org](mailto:adrienne@pachamama.org) or at 415-561-4522 ext. 112.

  
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< Back to ATD Main Site

**Main Menu**





- Scheduling Home
- All Upcoming Events
- Search for Events
- Calendar of Events
- Past Events

**Host Menu**

- Add a New Event
- Manage My Events
- Hosting Documents
- Edit My Login Information

**Host Login Form**

Hi, HeatherT

 **About Us**    **Upcoming Events**    **Symposium Resources**    **Community**

## Hosting Documents

For help in hosting your symposium, please download the following documents:

**Guidance**

- [Hosting Quickstart](#)
- [Hosting & Production Guidelines](#)
- [Registration Template](#)
- [Symposium Team Planning Sheet](#)
- [Presenter's Planning Outline](#)
- [Online Registration - Update to H&P Guidelines](#)
- [New! System for Pathways to Participation Cards](#)

**Please fill this out after the Symposium and return it to Adrienne**

- [Facilitator Report](#)

**Symposium participant handouts**

- [Daily Practices](#)
- [Declaration Cards](#)
- [Pathways to Participation](#)
- [Feedback Form](#)
- [After the Symposium - Now What? \(cover\)](#)
- [After the Symposium - Now What? \(inset\)](#)

**Marketing Materials**

- [Flyer Template](#)
- [How to use the Flyer](#)
- [Awakening the Dreamer Copy](#)

After reviewing the information found in these documents, feel free to contact Adrienne White, Awakening the Dreamer Program Coordinator, at [adrienne@pachamama.org](mailto:adrienne@pachamama.org), for additional information and support.

Once logged on to the website [www.awakeningthedreamer.org/beta](http://www.awakeningthedreamer.org/beta) click on Hosting Documents to bring this up. Please become familiar with this page. All the documents you need for your Symposium (pre, post and during), including valuable resources, are here. TPA will send you bracelets, brochures, business cards and pledge cards upon request. Send your request to Adrienne White at [adrienne@pachamama.org](mailto:adrienne@pachamama.org).

**Symposium Follow-Up Calls (DRAFT)**

**PHONE CALLS:**

**Introduction**

“Hi, this is *(your name)* from the Awakening the Dreamer symposium you attended on *(date)* in *(city)*. After reading your participation form, I wanted to follow up with you.”

-How was it for you? What did you think about it? (general conversation).

*(If they offer lots of feedback ask if they filled out a feedback form)*

- Yes? “Great, we do review it and use it, thank you.”

- No? “We’d love to get your feedback, can I send you a form?” (double check email/clarify)

“I see you’re interested in (remind them what they checked off on the card and use the tips below to answer questions and support them with taking the next step in getting involved.

- a) **Hosting.** Explain the basics of hosting an event and answer any questions they have. Invite them to join your team for the next Symposium to get volunteer and get an idea about how it works. Find out if the participant has an audience or venue in mind where they would like to host and then support them with the next steps and put them in touch with the local Facilitators.

“The Host generates the event and brings a team together.” *(Talk about your experience with this, if you have hosted)*

“All symposiums are self-generated (ranging from living room, to finding an organization to co-sponsor, to a local community center, etc.)”

*(Find out the following)* “What’s your familiarity with hosting? Have ideas? Have you hosted a large event before? Do you have a community ready to present to? Do you have a space? Do you know how to manage volunteers?”

“The Facilitator and Community Leader training has expanded to include people who are interested in making Symposiums happen in their community. This is a great place to start in becoming involved. If you’re interested in the training, Emily Smith can tell you more about attending the training. She can be reached at [Emily@pachamama.org](mailto:Emily@pachamama.org) or at 415-561-4522 ext. 105.”

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*(If they are not in your area, then say)* “The Pachamama Alliance (TPA) can also help you connect with a Facilitator in your area and provide you with some materials from the website that help with Hosting.”

“You can go to [www.awakeningthedreamer.org](http://www.awakeningthedreamer.org) and click on *Host a Symposium* and see the **Hosting, Production and A/V** guidelines. There are also other resources here like marketing flyers and you can register your Symposium on the website here. You can look over these things and contact Adrienne White at 415-561-4522 ext. 110 or at [adrienne@pachamama.org](mailto:adrienne@pachamama.org) if you have any questions.”

b) **Training to become a Facilitator.** Answer any questions you can about the training. If you have not gone through the training, offer to connect them with a local Facilitator for more information. Direct them to the schedule of upcoming trainings at the website where they can get more information and register for the next available training. Let them know they can contact Emily about the training at [emily@pachamama.org](mailto:emily@pachamama.org) or 415-561-4522 x105.

c) **Trips.** Give participants the website, [www.pachamama.org](http://www.pachamama.org) to find out more about the trips to the rainforest (click on *Rainforest trips*).

“You can contact Rhiannon Gillespie at [Rhiannon@pachamama.org](mailto:Rhiannon@pachamama.org) or 415-561-4522 x101 to find out more about the trips.”

d) **Other Interest.** This section will largely be left to your own discretion, as people’s ideas vary greatly. If the person has a specific skill that you believe would benefit your team, please feel free to engage with them further. Most offers can be integrated at the local team level. If they have offers/skills/contacts that are most suited to the larger Awakening the Dreamer Initiative, put them in touch with Adrienne.

**LEAVING A MESSAGE:**

“Hi, this is *(your name)* calling from the Awakening the Dreamer Symposium that you attended on *(date)* in *(city)*. At the Symposium, you filled out a card indicating you’d like to become more involved with the Awakening the Dreamer initiative. I’m following up, and would love to hear back from you *(leave contact info)*.”

When the follow up is complete, please make a copy of any participants’ cards you want to keep. Then mail all the cards to: Adrienne White, The Pachamama Alliance, Presidio Bldg #1009, P.O. Box 29191, San Francisco, CA, 94129.

Thank you!

**Sample 'Thank You' letter**

- The information below can be **copied and pasted** into an email to all participants of your Symposium
- Modify the email to reflect the **location** and **any requests** made by participants
- Attach the '[Sustainable Actions](#)' page to the email (found on the Hosting Documents page of the website [www.awakeningthedreamer.org/beta](http://www.awakeningthedreamer.org/beta))
- Attach flyers to the upcoming Symposiums in your area
- This can be emailed to all participants the week following their Symposium



# Thank you

For your participation in the

**'Awakening the Dreamer, Changing the Dream' Symposium**  
at [???????????](#)

Please keep us informed of what you and your Interest Group are doing so we can benefit and learn from each other.

Several people have requested the links for information used in the Symposium. Here is the link for resource information on **The Pachamama Alliance** website. <http://www.pachamama.org/ATD/resource.htm>

You can always find the latest listing of Symposiums at [www.awakeningthedreamer.org](http://www.awakeningthedreamer.org) on the left panel. Click on '**Register for a Symposium**' and you will see the worldwide listings for scheduled events.

If you would like to participate in organizing, cosponsoring or producing the next Symposium in (*city/region*), please contact (*name and contact information for local contact*).

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And, if you didn't get a chance to turn in a "participation card" and you would like to find out more about training as a facilitator or community host, please contact

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Emily Smith at [Emily@pachamama.org](mailto:Emily@pachamama.org) and check the website for upcoming trainings (*link to website page on trainings here*).

For those of you coordinating local conversations, please send your contact info to (*local contact name and information*), and we will post that information as well.

For additional information about a trip to the **Amazon rainforest**:  
click

[http://pachamama.org/index.php?option=com\\_content&task=blogcategory&id=5&Itemid=37](http://pachamama.org/index.php?option=com_content&task=blogcategory&id=5&Itemid=37)

or contact [Rhiannon@pachamama.org](mailto:Rhiannon@pachamama.org).

Attached is a partial list of individual actions which can make a difference on our planet, in our societies and with our human spirit. We appreciate your partnership in taking actions to create a more sustainable world for the future.

## Your 'Awakening the Dreamer' Symposium Team

*(Host name could be included here)*

*Oh yes, to see the Wombat video again, go to:*

<http://www.globalcommunity.org/flash/wombat.shtml>

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Awakening the Dreamer, Changing the Dream  
Expandable “Core” (C-1) Symposium  
**Audio Visual Production Notes**

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**Call to Action**

Let us start this discussion with a friendly call to action.

The audio-visual material used during the Symposium is a vital part of the presentation. In order for it to have the maximum positive effect, it is critical that it be delivered in such a way that the technology used in the presentation is invisible to the audience. This ensures there is no distraction from the primary message. A smooth and professional audio-visual presentation is an essential component for the creation of a transformative experience for all Symposium participants.

The Symposium DVD is designed to facilitate such a smooth and professional audio-visual presentation *if* it is used properly. In order to present the AV material

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professionally, it is vitally important that you and whoever is going to run the AV read and understand how the DVD is intended to function.

We have done some tricky things with the DVD to allow the AV portion of the Symposium, including all music, to be run completely from the DVD on a standard DVD player, and to allow *adjustments* and *variations* in the running of the presentation. So it is very important to familiarize yourself with the details of how this works.

Once you do that, it is vitally important to practice, practice, practice – before actually presenting the Symposium. You will not regret the time spent getting familiar with the AV and practicing with it.

Please understand that with regard to all the optional sequences of the new Symposium: these were added so we have the flexibility to present the Symposium in multiple ways, largely to allow us to create Symposiums for different lengths of time. The cost of this flexibility is more complexity in presenting the AV.

The facilitator must work with the AV operator before each Symposium to make sure that he or she knows the sequence that is desired. Working with the manual or outline, the AV operator should have a clear understanding of when each AV element, including all buffer slides, is to be presented. Practice is essential.

Be sure your AV operator has a copy of these notes as well as an outline of the Symposium to work from, well in advance of the Symposium.

### **General Notes**

When you first start the DVD, the initial “picture” that you see on the video screen is the “Top Menu.” This is basically a “table of contents” for the DVD; it has an itemized entry for each AV content element. You can go directly to any AV element by using the arrow keys on the DVD remote to select the name of that element, and then pressing the “**Enter**” or “**OK**” button on the DVD remote.

The Top Menu is actually comprised of several “pages,” since there are more AV elements on the DVD than can fit on a single page. You can move between pages by selecting the “Forward” or “Back” arrows at the bottom of each menu page (using the Navigation buttons on the remote) and pressing the **Enter** button.

Although you can use the Top Menu to select any element, the intended way to use the DVD in a Symposium is to start with the Introduction by selecting AV element #1 (Music Break: Intro) and then pressing the **Enter** button.

From this point, the DVD will play in sequence, with slides or “buffer sections” where the presentation “holds,” (pauses) for a while until it’s time for the next AV element. Any time the presentation “holds,” you can proceed to the next section by pressing a button on the DVD remote (usually the **Enter** button).

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Thus, it is generally not necessary to return to the Top Menu during a Symposium – by design, you simply advance through each AV element in the Symposium by pressing the **Enter** button at the correct moment to advance to the next element.

*There are several instances within the Symposium where there are optional sections. At each one of these points you need to know whether to include or skip the optional element (skipping is usually due to time constraints).*

In other instances, there are *alternative sections that can be selected*. The facilitators will choose which of the alternative sections is to be presented, and the AV operator will need to insure that the correct selection is chosen. (Example: Long or short Universe Story; long or short version of the poem).

In order to make these choices correctly, the AV operator may use the *navigation buttons on the DVD remote* at certain places within the AV presentation before pressing the **Enter** button to advance to the next element. In these cases, the navigation buttons are used to select one of several “*visual buttons*” which are icon images displayed directly on the slide being displayed. The action taken when the **Enter** button is pressed depends on which of the visual buttons is selected. These selection methods will be discussed in more detail further on, in the Section entitled “Optional and Alternative Elements.”

Both the optional AV elements and the alternative ones are indicated clearly on the AV outline.

### **Notes on DVD Remote Controls – Important Buttons**

When running the AV presentation for the Symposium, the DVD remote control is your best friend! (OK, it's *one* of your best friends.) In any case, it is very important that you become familiar with the DVD remote for the DVD player you will be using, as it may not work the same way yours at home does!

This can be confusing since different DVD brands often have different labels for the same, very important buttons. We'll try to clear that up here.

Here are some pictures of several brands of DVD remote controls:

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Here is a list of the buttons you will need to use:

1. **Navigation buttons** (the four “arrow” keys – up, down, right, left – usually placed in a circle around the “Enter” or “OK” button): These buttons are used to navigate between the on-screen “visual buttons” on DVD menus, such as the Top Menu described above. When we refer to “visual buttons,” we mean the visual indicators on the DVD visual menus, or on some of the slides, that appear on the screen. You press the *arrow keys to select (or highlight)* one of these “visual buttons,” and then *activate it by pressing Enter*. In addition to the Top Menu, there are several slides in the Symposium that have on-screen “visual buttons” that can be used to bypass optional material or to select alternative material.
2. **Enter (or OK) button**: This button is typically in the center of the “circle” comprised of the four navigation buttons. (Some remotes may be laid out differently, however.) On some remotes, the **Enter** button may be labeled “OK.” On the Awakening the Dreamer DVD, the **Enter** button is used on most buffer slides and presentation slides to advance to the next AV element. On the Top Menu, and on buffer slides with special visual buttons, the **Enter** button is used to activate the *highlighted* “visual button.”
3. **Top Menu (or Title) button**: For the Awakening the Dreamer DVD, this button will cause the presentation to return to the Top Menu. Depending on the brand of DVD player, this button may be labeled as either “Top Menu,” “Title,” “Return,” or “Disc menu” – the most frequent alternative is “Title.” Regardless of the label, the button should function as described here. If in doubt about which button on your remote performs this function, experiment and find the button that consistently returns to the Top Menu. That is the button we are talking about when we say the “Top Menu button.” (Note: on some DVD players, you may have to press the **Top Menu** button several times to get to the Top Menu – this is especially true if you first press it when a slide is being displayed.)

4. **Menu button:** This is different than the **Top Menu** button. Fortunately, the label on this button does not usually vary between different DVD brands – it is usually labeled “**Menu.**” (No promises here, however; on the LG remote pictured above, it is labeled “DVD Menu.”) This button has different functions depending on which type of AV element is currently active - these functions are described below. For the Symposium DVD, one very important function of this button is to immediately get out of a music break and into the starting AV element for the next section of the Symposium.
5. **Stop button:** Stops everything and will probably display the “home” video screen for the DVD player. Do **not** press the Stop button during the Symposium.
6. **Play button:** If you don’t take our advice about the Stop button, you’ll need to press this one to get started again. Then press the **Top Menu** button, find your place, and go on. With this one exception, you will not need to use the Play button during the Symposium.
7. **Pause button:** The Pause button is also not intended to be used during the symposium.
8. **Skip (|<< and >>|) and Scan (<< and >>) buttons:** These buttons are not intended to be used during the Symposium
9. **Other buttons:** read the DVD manual if interested – you’re on your own for these. Be aware that because of the unique multimedia content on our DVD, not all of the buttons may function as described in the manual. In general, it should not be necessary to use any of the other buttons on the remote.

## Quick Summary

Let us emphasize here that the DVD is designed to play through in sequence, holding (i.e., “pausing”) automatically as appropriate. The AV operator will use the **Enter** button (or the **Menu** button, as described) on the remote to advance to the next AV element. In some cases, you may use the navigation (arrow) keys to select an on-screen “visual button” that will allow you to skip an AV element, or to select between alternative AV elements. **The Stop, Play, Pause, Skip, and Scan buttons are not intended to be used in the course of a normal Symposium presentation.**

## Different Types of AV Elements in the Symposium

There are several different types of AV elements found on the Symposium DVD. Each element listed in the AV outline is preceded by the element type. (Example: “Video: Paul Hawken,” or “Buffer slide: Purple Leaf.”) *The element type determines how the element functions, and also determines how the DVD remote buttons will function.*

Below is a list of each element type, along with a description of what to expect when it is played.

### **Music Break (slideshow)**

The Introduction section (music + slideshow) which is played while people are arriving, and the mid-Symposium break section, are both music breaks. These consist of 15 or

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more minutes of music, accompanied by a video slideshow. These breaks play through all the music available and then hold on a static buffer slide.

If you reach the static buffer slide, you can restart the music by pressing the “Back” arrow key to select the ◀ (left facing arrowhead) visual button, and then pressing the **Enter** button.

From the static buffer slide, pressing **Enter** with the ▶ (right facing arrowhead) visual button highlighted will take you to the next numbered AV element.

When the music break is playing, you can immediately end it and move on to the next numbered AV element by pressing the **Menu** button. (The next numbered AV element after a music break is an Eco-Spot video or something similar.) Let us emphasize that *you use the **Menu** button to immediately exit a music break section, not the **Enter** button.* This is a little strange, but that’s the way it is set up to work.

Note: If you decide to stop the music break while a song is playing, it sounds a lot more professional if you fade the volume down before stopping. If you do this, be sure to quickly fade the sound volume back up before the Eco-Spot video starts.

### **Video**

Video sections contain a video clip, such as the interviews with one of our experts, an Eco-Spot, the Universe Story, etc.

These clips play through to the end of the clip, and then *hold automatically* on the following buffer slide. You don’t need to manually advance to the buffer slide; the video “falls” into the buffer on its own. *To go from a buffer slide to the next AV element, press the **Enter** button.*

Note: While the video clip is playing, pressing the **Enter** button will have no effect. However, *pressing the **Menu** button while the video clip is playing will immediately return the presentation to the buffer slide immediately **preceding** the video clip.* This is very useful if you accidentally advance into a video clip too soon – just press the **Menu** button to “back up” to the preceding buffer slide.

### **Slide**

Slides are still images that present Symposium content. These are graphs or charts that the presenter refers to during the presentation, or in some cases, a picture that is used to emphasize a portion of the presentation.

Each Slide element, when entered, *will hold until you press the **Enter** button* to move to the following buffer slide or AV element. (The **Menu** button does nothing when a slide is on the screen.)

### **Buffer slide**

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Buffer slides, like Slides, are still images that hold until you press the **Enter** button to move to the next element.

Unlike slides, buffer slides typically do not present Symposium content. They are images that serve as a holding point in the AV presentation while the presenter is talking about other material. They are intended to be low impact, so as not to distract the audience from the presentation.

As mentioned above, each video element *automatically ends* by moving directly into the following buffer slide.

Each *content slide* or *slideshow loop* element, remains on the screen and does not advance automatically to the buffer slide until you press the **Enter** button. Notice that this is different than the videos, which automatically move into buffer slides. If the *content slide* or *slideshow loop* is followed by a buffer slide, you must press the **Enter** button to advance to the buffer slide. The Symposium outline delineates where each of the transitions from content slide to buffer slide should take place. (There are also explicit notes in the manual which detail the intended placement of transitions between elements.)

In cases where there is a choice of several possible options for the AV sequence that follows a buffer or a content slide, the slide that precedes the optional sequence will have *several yellow visual buttons in the lower right hand corner of the slide*. Any one of these buttons can be selected using the navigation buttons on the remote to select the desired sequence option to follow.

The operation of these yellow “option” buttons (arrows) is discussed in further detail below.

As with content slides, the **Menu** button has no effect while you are on buffer slides.

### **Slideshow**

In general, a Slideshow is a sequence of slides. There are two types of slideshows in the Symposium, each of which functions a bit differently:

**Music Break Slideshow** - This is described above.

**Slideshow loop** – This is a sequence of slides that plays continuously (in a “loop”) until you press the **Enter** button, which then terminates the slideshow and moves on to the next buffer slide. The slideshow loop typically has sound or music that plays during the slideshow. (Example: rainforest sounds.)

**Slide set** – This refers to a set of slides that are used as a sequence of illustrations for a section of the Symposium (e.g., social justice slides, environmental slides, etc.) The set is numbered as a single AV element on the Top Menu of the DVD, and selecting the link from the Top Menu jumps to the first slide of the set.

The AV operator manually sequences to the next slides in the set by pressing the **Enter** button on any slide to move to the next slide. This way, the operator can

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time the viewing time of each slide to match the presentation of the material in the Symposium.

In the Symposium outline, and in the Symposium manual, the individual sides of each slide set are given hyphenated number designations. For example, the optional environmental slide set is element # 16. The individual slides within the set are numbered 16-1, 16-2, etc.

## Optional and Alternative Elements

Throughout the C-1 Symposium, there are areas of *optional content, which are highlighted in light gray* both in the Symposium manual and in the outline. Many of these areas contain an AV element which is also optional.

In addition, as mentioned previously, there are several AV elements that have alternative content which can be selected based on the type of Symposium that is being done. For example, there are long and short versions of The Universe Story, and also of Drew's poem, that are selected based on the amount of time available.

In order to allow the AV operator to navigate through these options in a seamless manner (without having to return to the Top Menu,) each of the optional elements is preceded by a buffer or a content slide that has, in its lower right corner, *two or more yellow "visual buttons," which are icon images shaped like arrow heads* (or triangles, e.g. ◀ or ▶.) One of these buttons is always "selected," and the selected button is shown as green (instead of yellow.) *The selected button determines the next element that will be presented when the user presses the **Enter** button on the remote.*

Note that, on some buffer slides, these yellow buttons may be hard to see – we have deliberately tried to make them unobtrusive. You may have to look for them, but they are there on the slides on which they are noted. Remember, these "visual buttons" are always in the lower right corner of the slide.

For each buffer or content slide that has buttons to select alternative sections, there are notes in the outline which tell you what the buttons will do:

For optional sequences, the buttons are as follows:

▶ - Selecting the single arrowhead, and pressing **Enter**, always advances to the element immediately following. This button is always selected by default when you move to a slide containing such buttons, so pressing **Enter** without pressing any navigation keys will move to the next numerical element.

▶▶ - You can select the double arrowhead by pressing any one of the navigation keys on the remote. *If you select the double arrowhead and press the **Enter** button, the optional content **will be skipped**, and you will move to the next element after the optional content, as noted in the outline.*

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In some cases, selecting the double arrowhead to skip an element may take you to another buffer slide – this is necessary if the AV element following that buffer slide is also optional. An example of this is on Buffer 35a: selecting the double arrowhead here will skip the Butterfly slide (36) and will move immediately to Buffer 36a. From Buffer 36a, you may choose to skip Element 37.

For alternative sequences, the buttons on the slide preceding them are as follows:

- ▶ | - Selecting the arrowhead with a *single* vertical line will select the *shorter* of two alternative versions of the following video element
- ▶ || - Selecting the arrowhead with *two* vertical lines will select the *longer* of two alternative versions of the following video element

### **Repeating music breaks:**

Sometimes you may wish to extend a music break. This is especially true of the Introductory Music Break, which you may need to play several times, depending on when you start it before the Symposium.

To accommodate this, the buffer slide following the music break has a forward arrowhead button ◀ and a reverse arrowhead button ▶. The reverse arrowhead can be selected to repeat the music break. The forward arrowhead button will take you to the AV element after the music break; this is the button selected by default after the music break end.

(Remember that while a music break is playing, you can stop it and immediately move to the following AV element by pressing the **Menu** button.)

### **If You Get Horribly out of Sequence ...**

Press the **Top Menu** button, find your place, and restart from there.

But if you practice using the DVD, you should be able to smoothly present the AV portion of the Symposium by simply advancing through each section as described here.

Remember, using the Top Menu during the Symposium is intended only to correct sequence problems in “emergency” situations. You want to avoid this if at all possible, as displaying the Top Menu during a Symposium will be distracting to the audience.

### **Suggestions about DVD Players**

The DVD is designed to allow the Symposium to be presented in a standard DVD player component that you would buy to connect to a home TV set, and to be controlled using the remote control unit for that DVD player.

There is a wide variation in the functionality and ease of use between various DVD players. If you can select a DVD player, we have found that, for the Symposium DVDs, we see the best and most consistent behavior from the better-known brands of DVD players (e.g., Sony, Panasonic, Philips, JVC, Toshiba, Samsung, etc.) We suggest players of these types in the \$70-\$100 range (which is typically the lowest price range for these brands.) Problems tend to arise with lesser-known brands (i.e., the really cheap ones).

Whichever one you select, please test the Symposiums DVD thoroughly on the player you plan to use, WELL BEFORE you actually do the presentation on the day of the Symposium.

### **Using a computer to play the DVD**

Note that it is possible to use a software DVD player on a laptop computer to play the Symposium DVD. If you do decide to use a computer, be warned that we have found that the operation of the some of these software DVD players is inconsistent, particularly with regard to the use of the **Menu** and **Top Menu (Title)** buttons. Since these buttons are critical to the proper presentation of the Symposium, *if you are using a software player, it is essential that you verify that the operations described in these notes can be properly executed with your player.* Make sure you practice and are thoroughly familiar with the operation of the software player.

Please be aware that our recommendation is that you use a standard DVD player, as described above, to present the Symposium DVD.

We intend to provide PowerPoint (for Windows) and Keynote (for Mac) versions of the Symposium AV content, hopefully in the near future. When these are available, these will be the preferred method of using a computer to present a Symposium.

### **Notes on the audio (sound)**

The Audio portion of the AV presentation is *extremely* important, and you should take some time to carefully consider steps you may need to take to insure that all the audio can be easily heard by all Symposium participants.

The larger the room in which you present the Symposium, the more problems you may encounter in this area. But no matter what the size of the room, you should plan ahead and practice to make sure the audio presentation is effective.

Here are some notes regarding audio:

- First, consider carefully what speakers and sound amplification system you will be using for the audio portion of the AV. You will need an amplifier to which the audio output of the DVD player can be connected. The speakers must be big enough, and must be placed in such a way such that the entire audience area is adequately covered. Whatever system you select, *test it in advance* – BEFORE the day of the Symposium, if possible. (Trust us on this one.)
- If you are working in a big room, you may need microphones for the presenters, and possibly also handheld microphones for sharing by audience members. In this case, you will need some sort of mixing console to combine multiple audio sources – the microphones and the audio from the DVD player. The mixing console in this case will also be used for adjusting the volume for the various audio sources.
- Even if microphones are not used, the AV operator *must* have a means of adjusting the volume of the audio from the DVD. While we have attempted to

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- balance the relative audio volume level of the various AV elements on the DVD, there is still some variation among certain elements that will require that the AV operator be able to adjust the volume.
- In particular, the audio level of the *music breaks* tends to be higher than the audio level of the *video segments*. *You will need to compensate by lowering the volume during the music breaks.*
  - Also, for the segments with music or sounds to be played in the background (e.g., in the rainforest sounds, and in the meditation and visioning processes,) it is necessary to adjust the volume so that it can be heard, but is still low enough not to interfere with the process.
  - If you choose to exit a music break early, you should fade out the music before exiting, as having music stop suddenly in mid-song is a jarring experience. Fade the music at a reasonable pace – not too fast, not too slow. A two second fade-out is probably about right.
  - If you do fade out a music break to prepare to move to the next element, you *must immediately raise the volume quickly* after you press the Menu button to exit the music break and start the following video. If you fail to do so, the following video will be compromised - and therefore much less effective - if the sound is not all the way up from the start. Warning: this is especially true of the first Eco-Spot (“Connections”).
  - Tip about sound levels: Pros buy a roll of the white low-stick masking tape for fragile surfaces and use it to make labels, which can be stuck right on the surface of the mixer near each volume control. They mark these labels with the level settings they want to return to for specific program elements. Strips of Post-It will also do for this.
  - Consider that the sound characteristics of the room can often change during a Symposium, and this will also often require audio adjustment. Sometimes you will encounter rooms that have noisy air conditioners or heaters which will require you to increase the volume if they are turned on. (You should check on this possibility during your run-through before the Symposium so you are not surprised).
  - Let us repeat, because this is *so* important: the AV operator *must* be in control of the elements contributing to the overall audio volume throughout the Symposium, and must be knowledgeable about the audio content of the various video and music elements so that volume control is executed properly and seamlessly. (There is no substitute for practice.)
  - Many larger conference rooms already have a sound system in place. If you are working in such a room, it is often a very good idea to use this in-house sound system – BUT – you will often find that if they have a sound mixer with volume controls, it is often located in a very inconvenient spot. If you use an in-house sound system, it is almost always better to provide your own sound mixer, and to connect the output of this mixer to a “Line-In” input on their sound system. You would then use your mixer to control sound levels. You can then set up an AV operations table in a convenient place with your mixer, the DVD player, etc.
  - For the AV operator - during the Symposium, pay attention to other presenters that may be in different parts of the room. Often, they will notice sound issues

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that you may not notice, and they may be signaling you to raise or lower the sound levels.

**Safety**

Cables and wires are always a trip hazard. Always coil excess cables and wires and secure them out of the way. Big rolls of cloth-backed tape called “gaffer tape” can be purchased and used freely to tape the wires to the floor wherever there is the possibility of someone tripping on them. The projectors don’t tolerate falls to the floor, and neither do the guests.

Alternatively, buy several rubber backed tread mats to lie over wires where they cross aisles and walkways.

**Okay, that’s it! Those are all the tips we have for you...**

**Don’t forget to practice!** (Did we mention that before?)

**Good luck ... and have fun!!**

Awakening the Dreamer, Changing the Dream Symposium  
Audio Visual Outline - "Core" (C-1) Symposium

**I. INTRODUCTION/WELCOME**

- 1. Music Break: Slideshow, with opening music** (19:44)  
(Press Menu button to move immediately to Eco-Spot)
  - a. Buffer slide – Symposium Title  
(Select < to repeat Music break)
- 2. Video: Eco-Spot – Connections** (1:41)
  - a. Buffer slide – Symposium Title  
(Select >> to skip to 4: Intro Questions)
- 3. Slideshow: Rainforest Sounds (loop)** (1:45)
  - a. Buffer slide – Symposium Title
- 4. Slide: Introductory Questions**
  - a. Buffer slide – Jungle Ferns
- 5. Slide: Symposium Purpose**
  - a. Buffer slide – Earth
- 6. Slide: Flow of the Symposium**
  - a. Buffer slide – Jungle River
- 7. Video: Lynne and Bill Twist** (1:15)
  - a. Buffer slide – Jungle with Yellow Flowers  
(Select >> to skip to 8a: Buffer slide: Eagle and Condor)
- 8. Video: Eagle and Condor** (2:21)
  - a. Buffer slide - Eagle and Condor  
(Select >> to skip to 9a: Buffer slide: Misty Valley)

**II. WHERE ARE WE**

SOCIAL JUSTICE

- 9. Video: Everything** (1:35)
  - a. Buffer slide – Misty Valley
- 10-1. Slide: Mother and Child**
- 10-2. Slide: Father and Child**
- 11. Video: Robert Reich** (2:25)
  - a. Buffer slide – Jungle Ferns
- 12. Slide: U.S. Wealth Trends**
  - a. Buffer slide – Skyscraper Skyline

EVIDENCE OF ENVIRONMENTAL CRISIS

**13. Slide: Global Population**

- a. Buffer slide – Misty Valley

**14. Video: Randy Hayes**

**(2:03)**

- a. Buffer slide – Earth slide  
(Select >> to skip to 16-1: Slide: Cracked Soil)

(Alternate section 1)

**15-1 Slide: Drivers of Global Change**

**15-2 Slide: Metrics of Global Change**

(Select >> to skip to 17: Slide: Millennium Assessment)

(Alternate section 2)

**16-1 Slide: Cracked Soil**

**16-2 Slide: Deforestation**

**16-3 Slide: Toxic Sludge**

**16-4 Slide: Seal on Ice**

**16-5 Slide: Mounting Calamities**

**17. Slide: Millennium Assessment**

**18. Slide: Ecological Footprint (with line)**

**19. Slide: Ecological Footprint by Region**

- a. Buffer slide – Green Bird

**20. Video: David Ulansey**

**(3:22)**

- a. Buffer slide – Baby Elephant with Mother

**21. Video: Brian Swimme (#1)**

**(0:59)**

- a. Buffer slide – Baby Fox
- b. Buffer slide – Bustling Crowd

SPIRITUAL , PSYCHOLOGICAL, EMOTIONAL COSTS

**22-1 Slide: Alcohol Abuse**

**22-2 Slide: Pills (suicide)**

**22-3 Slide: Woman in Despair**

- a. Buffer slide – Overhead Ferns  
(Select >> to skip to 23a: Buffer slide: Jungle Flowers)

**23. Slide: Earth (Music: Loss process - loop)**

**(5:10)**

- a. Buffer slide – Jungle Flowers  
(Select >> to skip to 25: Video: Julia Butterfly Hill)

**24. Slide: Wendell Berry quotation**

- a. Buffer slide – Tree

### III. HOW DID WE GET HERE

- 25. Video: Julia Butterfly Hill (1:36)**  
a. Buffer slide – Hummingbird
- 26. Video: Brian Swimme (#2) (1:26)**  
a. Buffer slide – Earth

BREAK

- 27. Music Break: Slideshow (14:23)**  
(Press Menu button to move immediately to How Can You Buy...)  
a. Buffer slide – Tree  
(Select < to repeat Music break)
- 28. Video: How Can You Buy or Sell the Sky (1:30)**  
a. Buffer slide – Jungle Canopy  
(Select >| to skip to 29-1: Video: The Universe Story - short)  
(Select >|| to skip to 29-2: Video: The Universe Story - long)

### IV. A NEW STORY

- 29-1 Video: The Universe Story (short version) (7:05)**  
(Auto skip to 29a: Buffer slide: Earth)
- 29-2 Video: The Universe Story (long version) (12:34)**  
a. Buffer slide – Earth

### V. AN EMERGING DREAM

- 30. Video: Matthew Fox (0:36)**  
a. Buffer slide – Rainbow
- 31. Video: Desmond Tutu (0:59)**  
a. Buffer slide – Orange –Sunrise  
(Select >> to skip to 33: Slide: Earth Charter)
- 32. Slide: Examples of Global Change**  
a. Buffer slide – Purple Leaf
- 33. Slide: Earth Charter**  
a. Buffer slide – Ecuadorian Woman and Flowers
- 34. Video: Wombat (1:00)**  
a. Buffer slide – Earth
- 35. Video: Paul Hawken (4:47)**  
a. Buffer slide – Waterfall  
(Select >> to skip to 36a: Buffer slide: Jungle Homes)
- 36. Slide: Butterfly**  
a. Buffer slide – Jungle Homes  
(Select >> to skip to 38: Slide: Orange Sunrise)
- 37. Slide: Blue Lake, with Visioning music (loop) (6:20)**
- 38. Slide: Orange Sunrise**

**39. Video: Eco-Spot – The Power of One (1:43)**

- a. Buffer slide – Mountain, Sky, and Clouds  
(Select >| to skip to 40-1: Video: Hieroglyphic Stairway - excerpt)  
(Select >|| to skip to 40-2: Video: Hieroglyphic Stairway - full)  
(Select >> to skip to 41: Slide: Schumacher quotation)

**VI. WHERE DO WE GO FROM HERE**

**40-1 Video: Hieroglyphic Stairway (excerpt) (0:46)**

**40-2 Video: Hieroglyphic Stairway (full) (2:37)**

- a. Buffer slide – Hieroglyphic Pink Flower

**41. Slide – E.F. Schumacher quotation**

- a. Buffer slide – Blue Lake
- b. Buffer slide – River in Jungle

**42. Video: Van Jones (Velcro) (1:33)**

- a. Buffer slide – Two Women
- b. Buffer slide – Red-winged Bird  
(Select >> to skip to 44: Slide: Web addresses)

**VII. CLOSE**

**43. Slide: Vaclav Havel quotation**

**44. Slide: ATD, Pachamama web addresses**

**45. Video: Finale-Tucker, Ulansey, Hill, Jones, Tutu (4:00)**

- a. Buffer slide – Hands

**46. Slideshow: Sunrise, Rainbow slides, with music (7:59)**

(Next video automatically starts)

**47. Video: Eco-Spot – Wonderful World (Willie Nelson) (2:15)**

**48. Slide: Thomas Berry quotation**