Quick checklist for AlMOS facilitators

Set-up

☐ Connect to wi-fi [see Raquel for guest log in]
☐ Check you have a “Facilitator Running Sheet”
☐ Recorder on the table. Note the recorder number on your Running Sheet
☐ Check all group members have completed their consent forms
☐ Check everyone in group is OK with recording. Discuss anonymity and option to turn off the recorder. Emphasise this is OK at any time. Encourage anyone with concerns to speak to the facilitator, and/or e-mail Hannah Fraser hfraser@unimelb.edu.au or Raquel Ashton raquel.ashton@unimelb.edu.au
☐ Check that everyone has a laptop - if not, ask the repliCATS workshop manager for a spare
☐ Remind everyone to load platform with Chrome, and log in
☐ Remind everyone about code of conduct. Emphasise discussion phase being an opportunity for everyone to speak
☐ Point out the additional instructions on the platform in the tooltips and placeholder text
☐ Remind everyone that private comments can be added in Round 2, if there is material that people are not comfortable sharing with the group. Only RepliCATS team will see Round 2
☐ Ask group how they’d prefer to work through the claims: in batches (e.g. 4-5 at a time) or one at a time. Give group the option to change after a break. Claim by claim may be more efficient.

Assessing claims, ~28 mins per claim

☐ Turn recorder on, and note claim ID & time started on “Facilitator Running Sheet”.
☐ Set a timer on (if you are using one)
☐ Round 1 - 10 mins. Remind participants that saving after each question is not compulsory, but it will mean that if platform the crashes/closes, answers will be saved
☐ Round 2 - 15-20 mins [2 mins QUIET time to review the Round 1 judgements and comments; 10 mins to discuss; 3 mins QUIET time to revise estimates]. At the start of the discussion, please clearly articulate (for the recorder) the claim ID (e.g. “Discussion for Claim JA2”). If possible, please also state the Question number being discussed (e.g. “Question 1”) during the discussion.
☐ Encourage the group to add comments on the platform to explain their thinking
☐ Note any interesting discussions on “Facilitator Running Sheet” (in any format you like)

End of session/day

☐ Turn off the recorder and return to a repliCATS team member
☐ At the end of the workshop: thank group; follow-up interview reminder; future involvement
☐ At the end of the workshop: return your running sheet to a repliCATS team member