

# How to Run a Breakout Room Session

Clearly explain that two people need to volunteer to facilitate and take notes on the [Harvest doc](#).

## Facilitator

- Preferably - needs to have some experience in facilitation
- How to monitor the room for hand signals, and the chat for Stacks
- Understand the difference between hand signals:

[2021-04-20.png](#)  
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- Know the round off hand sign and not be afraid to use it
- To actively encourage under-contributors to contribute
- To have a timer ready and set to manage each contribution

## Note-taker

- Be on a device where they can access the Harvest doc and type on to it and add all contributions
  - Be able to type at a certain speed and be confident to ask contributors to slow down if needed
  - Be able to either succinctly feedback the key points verbally or to add these to the chat
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