

**Microsimulation Runsheet**

For Facilitators

Microsimulation Planning and Facilitation in 4 quick steps

**2-3 weeks prior: Planning and preparation**

**1**

Schedule and customize the Microsimulation and select participants.
Email participants a primer email on session objectives and login instructions.

**1 day prior: Send reminder email**

**2**

Send a reminder to test iluminr access and review session details.

**30 minutes prior: Final preparations**

**3**

Check technical setup and review Microsimulation information.

**Day of: Facilitate Microsimulation, Conclude & Assess**

**4**

Lead the Microsimulation, ensuring active participation and engagement.
Confirm participant completion, close the session, and evaluate against objectives.

# Microsimulation Planning and Facilitation Runsheet

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| **2-3 weeks prior: Planning and preparation** |
|[ ]  Define participants: Identify who will join the Microsimulation. |
|[ ]  Schedule Meeting: Set a 60-minute online session. |
|[ ]  Set up in iluminr: Customize it for your company. |
|[ ]  Review facilitation script: Prepare and share with the facilitator |
|[ ]  Send primer email: Invite participant to iluminr Microsimulation.For convenience, a primer email template is available |
| **1 day prior: Reminder** |
|[ ]  Send reminder email: Ask participants to test their iluminr login. For convenience, a primer email template is available |
| **30 minutes prior: Final preparations** |
|[ ]  Tech check: Verify microphone, screen & audio sharing.Ensure your headset allows for audio sharing if you're using one. |
|[ ]  Review iluminr Event Room: Familiarize yourself with the layout, check flows, review information board and tasks. |
|[ ]  Review script: Go over facilitation script and jot down any additional notes. |
|[ ]  Activate the Microsimulation: Activate the session 5 minutes early.Copy the event room link and share it with participants, or update it in your Microsimulation meeting invite. |
| **During the session: Facilitation** |
|[ ]  Lead the session: Follow the script and engage participants in tasks. |
|[ ]  Check participation: Use the reporting dashboard for completion status. |
|[ ]  Complete Microsimulation: Lock answers and close the session. |
|[ ]  Assess and share: Review objectives, compile a report and distribute |
|[ ]  Plan next steps: Start organizing the following Microsimulation. |