**Amitim 2.0 Virtual meeting manual**

We encourage every joint project group to hold virtual meetings between their participants, that will allow everyone to get to know each other, learn about the other communities, and get excited about the joint project that takes place in such different places. Since the logistical aspects of these meetings is not so simple, we gathered here some suggestions to how to hold these kind of meetings:

First of all, in every virtual meeting that accommodates multiple participants from each community, we suggest that:

- Before the actual call, a detailed schedule and subjects to discussion will be prepared and sent to all participants of the call (please see examples in p. 3-8).
- Assign a call moderator that will follow the meeting plan and keep the conversation flowing according to the timetable.

**Technical aspects:**

- The technical aspects will be taken care of at least an hour prior to the call. They will include: verifying Wi-Fi connection, connecting the microphone and the speakers, sound check, making sure the camera captures everyone.

- The person sending the zoom invite (the “host”) will be in charge of:
  - Recording the call (the host can record via zoom).
  - Mute the group participants whenever needed (the host can mute participants via zoom). This demands that this person will listen carefully and see when there is a noise that disturb the others, and when the voices should be heard.

We suggest that the virtual meeting will be close to a Jewish holiday, that way the participants can share their experiences and add a more festive component to the call.
Methodology:
There are many ways to plan a virtual meeting. In the next few pages you will find examples of several virtual meetings - the first is a general plan, and the other three are actual meetings that took place by different global projects:

1. **General meeting plan** - example
2. “**Global MekoRock**” first meeting agenda
3. “**Found You**” meeting for Hanukkah
4. “**Better Together**” meeting for Hanukkah

1- **General meeting plan:**

1. **Connecting** to the call 30 minutes prior to the call - staff only. Checking technical aspects.
2. **Greetings and introduction** - the moderator will start the call and ask everyone to introduce themselves.
3. **Virtual team building activity** - An activity that involves all the communities on the call. For example: name your favorite activity at the JCC/ favorite holiday etc.; name one word that symbolizes your community/ department/ etc.; and so on.
4. **A parallel activity** - an activity taking place in parallel in each of the JCCs on the call. For example: text study that each community study on their own for 15 minutes/ a workshop/ etc. The outcome and/or conclusions of the activity will be shared in the bigger group.
5. **A joint group activity** - discussion/ singing a song together/ etc.
6. **Concluding remarks**
Example 2: "Global MekoRock" first meeting agenda:

5:30 PM  Connecting to Webinar - only Staff members

6:00 – 6:05  Welcome - Inbal

6:05 – 6:10  Smadar Bar Akiva - Head of Global JCC - Greetings

6:10 – 6:25  Introduction: introducing the youth in each community and their instruments/ art / dance style

6:25 – 6:45  Inside the musician studio - meeting Miki Shaviv - singer-song writer

- His Work
- Jewish sources as an inspiration
- Music/art as an international language day - MekoRock connecting the Jewish People all over the world
- Singing 3 songs:
  1. on the spice-laden mountains (Al Harey Besamim)
  2. Warsane - ( half song )
  3. Jerusalem of gold - Miki will lead us to sing together - the first 2 parts of the song and the chorus line.

Each community are going to sing one line or two and all of us are going to sing together the chorus line - Miki is going to be with us at 5:30 and we will try to see how it go before trying it with the Youth.

18:45 – 19:05  Hearing songs and art work from this year's project in the 4 communities.

19:05 – 19:15  Q/A and How would we continue our contact? (ask the youth to come with ideas in advance)

Closing - Inbal
Example number 3: "Found You" call for Hanukkah:

Virtual dialogue between communities: Israel - Mid Island - Ukraine - Argentina.

Theme: The light - personal - community - Jewish.

The meeting will take place on December 10, 2018 - Lighting the last Hanukkah candle.

17:00 Israel and Ukraine
10:00 am NY
12:00 pm Buenos Aires

Vision: The idea of creating communal activity that will connect between the four communities, driven out of mutual responsibility and social justice, with the aim of creating community activities for repairing the individual and the world -

"A small light illuminates great darkness." (Habaal Shem Tov)

Materials and checklist

- Assigning a group facilitator in each community, and one speaker that will facilitate the whole call.
- Printed script of the call for the group facilitator in each community
- Printing the text study for all participants
- AV - screen, speakers, camera for the zoom call that will capture the whole room with all participants
- Photographer - planning photo angles
- Preparing a CD/Playlist and possibly a songbook for Hanukka with songs that everyone are familiar with
- Preparing the videos of each community that we want to present during the call
- Decorated Tables
- A large menorah with all the candles, matches
- Refreshments for donuts / latkes and drinks.

Meeting Script

Moderator - Sara Bogen: Greeting and reading a text/ poem/ song.

Candle Lighting

Moving on from one community to the other will be done by lighting a Hanukkah candle, and saying:

Akko:
"We are members of the Akko community
Light the candle of volunteerism
(light the candles)
And pass the light of giving
To the Kharkiv Community ..."

Kharkiv:
"We are members of the Beit Dan community
Light the candle of giving
(light the candles)
And pass the light of community spirit
To the Mid Island Y JCC community"

Mid Island:
"We are members of the Mid Island Y JCC community
Light the candle of Community Spirit
(light the candles)
And pass the light of Unity and Jewish Peoplehood
To the Macabi Buenos Aires community"

Macabi Buenos Aires:
"We are members of the Macabi Buenos Aires community
Light the candle of Unity and Jewish Peoplehood
(light the candles)
And pass the light to our Jewish brothers and sisters around the world.

**Everyone Singing**
"Maoz Tzur" - everybody (Lead - a professional from Akko)
A song by Akko community
A song by Mid Island community A song by Kharkiv community - Children’s song “Tov Tov”

**Distributing the text study** - (15 minutes, all on mute)
Each community study the text by their own, and have a group discussion. Hanukka songs in the background.

**Moderator Sara**: Calling all communities
A representative from each community will say something about the text study:
“How does this text help us to plan for a better world, “Tikun Olam” for the person and for my community?”

**Moderator**: concluding remarks, including our next steps as a group.
Maybe singing a song all together - “Hava Nagila”
First one candle; it is still dark and the solitary light looks gloomy. Then it finds a companion, then another, and yet another. The darkness must retreat. The young and the poor are the first to see the light; then the others join in, all those who love justice, truth, liberty, progress, humanity and beauty. When all the candles are ablaze everyone must stop in amazement and rejoice at what has been wrought. And no office is more blessed than that of a servant of light.

The discussion will lead to the light in our lives leading to creation, perpetual renewal – an incessant creation that will preserve the Israeli connection between the Jews all over the world.

- Referring to the text:
  - If we refer to the sun and candles as a symbol of society, describe the act of the sun in terms of your daily life.
  - Each community will say what kind of light she wishes for herself
  - Each community will offer an idea for a global project, that will take place during 2018-9
Example number 4: "Better Together" group call for Hanukkah:

Virtual dialogue between communities: USA, Israel, India, Ukraine

Theme: Better together. We’re different, but equal.

Vision: The idea of creating communal activity that will connect 4 communities - to make a "miracle" for participants.

Date: December, 10, 2018

Checklist:
- Decorations (banners, flags if needed)
- Projector, laptop, Internet
- Refreshments (donuts, latkes etc)
- Printing materials - songs +audio
- Video
- Hanukkah music
- Moderator
- Interpreter (for Ukraine, for Israel - if needed)
- Materials for workshop (Hanukkah menorah)
- Material for presentation (3 sheets of paper A2-A3, markers)

Plan:
1. Greetings - 1 minute

Form:
- Greetings on different languages
- Привіт! (Ukrainian) - from Ukraine
- Hi! (English) - from USA
- Shalom (Hebrew) - from Israel
- .... (Hindi) - from India? Or English?
- Namaste and Shalom!

2. Presentation of communities - 6 minutes

Form:
Each community write 3 words that symbolize their community, group, city, club etc. And present it:

Name of JCC + Name of club (group) - if you have....

3 words about our community (they show it written on big sheets of paper)
Result: we have differences - but we have really some common things and we hope that the next video will show it.

3. Workshop - make Hanukkah menorah from different materials (each community make their own). - 10 minutes (Music on the background)

4. Lighting the candles - 10 minutes

**Form:** for each candle there is a question, Israel (Light from the east) lights the first candle with answering the 1st question and passes the right to light the 2nd candle to the next country (they light the 2nd candle (with answering the 2nd question) and pass the right to light the candle ... .

**Questions:**

- 1 candle - What is the best activity for your group?
- 2 candle - When did you come to JCC for the first time?
- 3 candle - How old is the youngest and the oldest participant at the meeting (your community)?
- 4 candle - What was the best Hanukkah in your life?
- 5 candle - How often do you meet usually?
- 6 candle - The biggest success of your community (club)?
- 7 candle - Your JCC in 5 years years - What is it?
- 8 candle - What is your dream?

5. Songs - printing materials + audio (Ma'oz Tzur) - 5 minutes

"Ma-O-Tzur"

[Hebrew part:]
Ma’oz tsur yeshu’ati
lecha na’eh leshabeakh.
Tikon beit tefilati
vesham todah nezaveakh.

Le’et tachin matbeakh
mitsar hamnabeakh,

‘az ‘egmor beshir mizmor
khanukat hamizbeakh.

‘az ‘egmor beshir mizmor
khanukat hamizbeakh.