

## How to Prepare for a Feedback Session

This sheet is designed to help our partner communities prepare for their feedback session by outlining the session layout, identifying the materials needed from each community, and briefly stating what the BCBS project team will provide in preparation for the event.

### Purpose

Interactive feedback sessions are a collaborative effort between the BCBS MN project team and a partner community to discuss example plans and propose improvements through a dialogue with local and external critics. These sessions are designed to encourage a positive and upbeat dialogue to help communities prepare to update their comprehensive plans in terms of linking health with traditional notions of planning such as transportation, land use, etc.

### Session Layout

- BCBS Team gives a 1 minute overview on newly available resources
- The partner community gives a 5-10 minute presentation that will:
  - Identify a big change/idea that the community wants to accomplish
  - Offer a contextual framework for this big change/idea
  - Connect big change/idea connects to existing/future comprehensive plans
  - Identify existing implementation tools that may help move this idea forward (e.g. zoning ordinances, design guidelines, etc)
- The technical assistance coordinator gives a 5 minute presentation that will:
  - Break the big change/idea into smaller areas
  - Showcase ground level/aerial images of these smaller areas
  - Set-up discussion for incorporating how this idea fits within health topics
- Featured speakers & BCBS faculty will comment on the plan using the materials provided in advance by the partner communities. This information includes:
  - Presentation content
  - Internet resources
  - Original content created by the BCBS MN project team
- Interactive session with communities; however, Q&A will be welcomed throughout the session.

### What Communities Need to Provide (one month in advance):

- A topic for the Feedback Session
  - The technical assistance team will work with each community to help identify the topic for the feedback session
- A brief written paragraph on the big change/idea that they want to accomplish
- A set of links to content-based and image-based resources including the comprehensive plan, master plans, and relevant ordinances (unless these have already been provided)

- Context Maps, examples include (many of these will be available in the comp plan; we prefer digital images)
  - Existing/proposed bicycle paths
  - Parks & Open Space Maps
  - Land Use Maps

## **What the BCBS Design for Health Team Will Provide:**

- A PowerPoint presentation that is culled from the materials provided by the community and the community will have the opportunity to give feedback on the presentation (one week in advance).
- A series of brief phone calls/emails to help prepare the community for the feedback session.
- A post-event follow-up conversation to see if the community has any feedback or questions about the session.

If you have any questions about preparing for the feedback session, please contact Amanda Johnson at [amandajohnson@umn.edu](mailto:amandajohnson@umn.edu) or at 612.626.4169.