

Facilitator Guide: AI Synergy Summit—Day 2

Workshops

Welcome and thank you for facilitating a workshop! Below you'll find a guide to facilitate your workshop group.

Quick Tips for Facilitation

- Be welcoming! Encourage everyone to participate and collaborate.
- Help keep the group on task but allow for creativity.
- If one or two people are dominating, gently redirect: "Let's hear from someone else."
- Ensure ideas are written down (sticky notes or index cards).

Day 2 High Level Overview

8:00–9:00: Breakfast and registration
9:00–9:15: Welcome
9:15–9:45: Message from the Deans
10:00–10:15: Workshop Instructions
10:20–11:30: Brainstorming Hubs
11:35–11:50: Break
11:50–1:00: Rapid Prototyping
1:05–2:00: Lunch
2:05–2:45: Gallery Walk and Feedback
2:50–3:30: Thematic Syntheses
3:35–4:00: Closing Reflections and Commitments

Facilitator Guide: AI Synergy Summit—Day 2 Workshops

10:20am–11:30am | Brainstorming Hubs

Total Time: 1 hour 10 Minutes

- This segment allows participants to reflect on one another's work, give and receive feedback, and deepen cross-group learning. Use a split-group format to manage time effectively.

Format

- 5 min: Welcome and introductions
- 10 min: Quick Writing
- 20 min: Groups discussion and clustering
- 20 min: Prototyping and draft outputs
- 5 min: Prep for theme get-together

Purpose

- To help participants generate ideas and begin to prototype

Step 1: Facilitator Intro (5 minutes; done by 10:25)

- Welcome everyone.
 - Share your name and invite everyone to very quickly introduce themselves (name + role or organization).
 - Read your table's theme aloud
- **Say:** "Today we'll be brainstorming and sketching early ideas related to our theme. You don't need to be an expert. We're here to learn from each other and imagine possibilities."
- Reassure them that we'll be building ideas step-by-step.

Step 2: Quick Writing (10 minutes; done by 10:35)

- Provide sticky notes
- Ask them to write as legibly as they can!

- **Say:** "Let's begin by each silently writing 3–5 ideas about our theme. These can be problems, opportunities, goals, or even wild questions. Don't worry about how good they are."

- **Say:** "Here are some questions to get you thinking about ideas related to our theme. I'll also give you an example of what someone might write on an index card in response."
 - "What might learners create, design, or express if they were confident using AI tools?" *Example sticky note:* "A middle schooler writes a graphic novel using AI to visualize scenes and spark character dialogue."
 - "What does it look like to use AI purposefully and ethically in your field or community?" *Example sticky note:* "A teacher uses AI to co-design custom learning pathways for multilingual students but always reviews for cultural sensitivity."

- Have them put their sticky notes in the middle of the table.

Step 3: Group Discussion and Clustering (20 minutes; done by 10:55)

- **Say:** “Let’s look at what’s up here. Do any notes feel related?”

- Group similar ideas into clusters.
- This step helps participants move from individual ideas to shared themes. It supports creative synthesis and sets the stage for prototype development.
- Write the names of cluster headings on to large poster paper and begin grouping cards under those. Post-its can belong to more than one heading.
- Try to create 4–5 clusters.
- For the last 5 minutes, choose 1–2 clusters that feel most promising to focus on for the next phase.

Step 4: Prototyping and Output Drafts (20 minutes; done by 11:15)

- The purpose of this activity is to turn abstract ideas into a rough draft of something real—a checklist, persona, scenario, diagram, storyboard, set of principles, etc.—that communicates the group’s thinking.
- Suggested time breakdown:
 - 2 min: Choose a focus cluster
 - 3 min: Decide on output format
 - 15–18 min: Build the prototype together
 - 2–5 min: Add finishing touches (title, sector tag, summary)

- **Say:** “Now we’re going to sketch out one or more draft outputs. These don’t need to be polished. Just make the ideas real. Let’s pick one of our idea clusters to turn into something more concrete. Which of these groups of ideas feels the most interesting, urgent, or generative to explore further?”

- Choose a format. For example:
 - A checklist for AI literacy
 - A persona profile
 - A visual map or storyboard of a learning journey or human-AI collaboration
- A set of principles or guidelines

- Assign roles, if it's helpful:
 - Writer: captures ideas in full sentences
 - Drawer: visualizes people, tools, or flows
 - Prompt generator: keeps asking, "What else?"
 - Timekeeper: reminds group what's missing
- Offer framing if they stall: "Who is this for?" "What does it help them do?"
- Encourage thinking across sectors: "Would this work for both a teacher and a job trainer?"

Step 5: Prep for Theme Get-Together (5 minutes; done by 11:20)

- **Say:** "Soon, we'll join other tables working on this same theme. Let's quickly prepare to share our work."

- Make sure the chart paper has:
 - A clear title
 - A summary or headline idea
 - A sector tag (e.g., Higher Ed, K–12, Workforce)
 - Names (optional) of contributors
 - You should bring the final chart paper(s) over to the theme get-together area

Step 6: Theme Get-Together (10 minutes; done by 11:30)

- The idea of the theme get-together is to:
 - See how others approached similar questions
 - Avoid duplication
 - Identify opportunities to combine or extend ideas
 - Support synthesis across the day
- Provide each participant with a worksheet so they can take notes on prototypes from at least two other tables in your theme.
- This can carry over into the break beginning at 11:30.

Facilitator Guide: AI Synergy Summit—Day 2

Workshops

11:50am–1:00pm | Rapid Prototyping

Total Time: 1 hour 10 Minutes

- This segment supports your group in transforming clustered ideas into a tangible draft output. It's not about polish, but it is about getting ideas down in a way that others can understand and build on. Think of this as a quick sketch or early version of a tool, principle, persona, or scenario that expresses your group's insights.

Format

- 10 min: Theme get together reflection
- 10 min: Pick Important Ideas
- 5 min: Choose a format
- 20 min: Start building
- 15 min: Check in and use scamper if needed

Purpose

- To help participants generate ideas and begin to prototype

Step 1: Theme Get-Together Reflection (10 minutes; done by 12:00)

- **Say:** “Before we jump into drafting, let’s take a few minutes to talk about what we saw at other tables working on our same theme. What stood out to you from those conversations? Did anything spark a new idea, question, or approach we might want to build into our prototype?”
- Write these ideas down on separate stickies.

Step 2: Pick the most important ideas (10 minutes; done by 12:10)

- **Ask:** “Which ideas should we try to bring to life?”
- Move those sticky notes to a fresh piece of chart paper.

Step 3: Choose a Format (5 minutes; done by 12:15)

- Refer to the “Workshop Inspiration Worksheet” for some examples of ideas they might work on. But they don’t have to limit themselves to these!

Step 4: Start Building (20 minutes; done by 12:35)

- Assign roles, if you think it will be helpful (e.g., writer, sketcher, timekeeper, idea-bouncer)
- **Say:** “What would someone need to see to quickly grasp this idea?”
- Use large sticky notes, chart paper, or index cards.
- Encourage creativity but keep it clear and simple.
- Encourage everyone to participate.

Step 5: Check In and Use SCAMPER (if needed) (15 minutes, if needed; all building should be done by 12:50)

- As they work, check in with questions like (if/when they make sense):
 - Who is this for?
 - What does it help them do?
 - How is this different from what already exists?
 - Where would this be used? What sector(s)?

- Use the SCAMPER technique before they finalize their output. It's especially helpful when:
 - The group is stuck or quiet
 - They have a basic idea, but it feels “flat”
 - They're going with the first idea and not exploring alternatives
- They've drafted quickly and could refine it

- **SAY:** “You're off to a great start. Want to push this idea a little further or explore different angles? I can walk you through a tool called SCAMPER—it helps stretch and remix ideas.”
- “We don't need to do every part—just pick one or two prompts that spark something.”

- Then use the SCAMPER prompts selectively:
 - Substitute: What could we swap out (tools, audience, approach)?
 - Combine: Can we merge this with another idea?
 - Adapt: How would this look in another setting or context?
 - Modify/Magnify: What if we made this bigger, more playful, more emotional?
 - Put to another use: Could this serve a different population or purpose?
 - Eliminate: What's unnecessary? What can we simplify?
 - Reverse: What if we flipped the roles? The flow? The perspective?

Step 6: Wrap-Up and Prep

- Add a clear title and 1–2 sentence summary.
- Pick a sector tag (K–12, Higher Ed, Workforce, etc.).
- You should leave the prototype up for the gallery walk, after lunch.

Facilitator Guide: AI Synergy Summit—Day 2

Workshops

2:05–2:45pm | Gallery Walk

Total Time: 40 Minutes

- This segment allows participants to reflect on one another's work, give and receive feedback, and deepen cross-group learning. Use a split-group format to manage time effectively.

Format

- 20 min: Half of each group walks to give feedback; the other half stays to host
- 20 min: Groups switch roles
- 3–5 min: Groups review the feedback they received together

Purpose

- To help participants explore prototypes across groups, offer constructive feedback, and spark ideas for synthesis and improvement. The silence encourages independent reflection and equal participation.

Instructions to Read Aloud

- **SAY:** “We’re going to do a gallery walk. Half of your group will walk first and leave feedback at other tables. The other half will stay to answer clarifying questions. Then we’ll switch. Try to visit a few tables from your theme and at least one from another theme.”

Feedback Prompts (Use Sticky Notes)

- Participants should write one comment per sticky note using these prompts:
 - What’s a strength of this idea?
 - What assumptions is this based on?
 - How might it be improved or clarified?
 - What’s a radical revision or remix idea?

Hosting Tips

- Group members who stay at their table should:
 - Answer brief clarifying questions
 - Keep sticky notes organized and readable
 - Avoid defending the prototype—just listen

After the Walk

- Return to your prototype and read all the feedback

- **ASK:** “What patterns or surprises did you notice?”

- Optional 5–7 minute debrief:
 - What feedback do we want to act on?
 - What insights did we gain from others?
 - Did we notice any common themes across groups?

Facilitator Guide: AI Synergy Summit—Day 2

Workshops

2:50–3:40pm | Thematic Syntheses

Total Time: 45 Minutes

- After the gallery walk, groups reconvene within their themes to reflect on the prototypes and identify emerging insights, values, and questions.
- The point here isn't to merge every prototype into a single product, but to:
 - Name shared themes and insights
 - Surface gaps, contradictions, or tensions
 - Identify actionable principles or design commitments
 - Spot opportunities for future collaboration or research

Format

- 5 min: Groups scan each other's prototypes (if needed)
- 20 min: Thematic synthesis discussion (see questions below)
- 15 min: Create synthesis output

Step 1: Review prototypes within the theme (5 minutes, if needed; done by 2:55)

- Optional: If groups need to, they may quickly review one another's prototypes

Step 2: Guided Group Discussion (20 minutes; done by 3:15)

- Ask for someone to volunteer to take notes on a piece of chart paper.

- **ASK:**
- What are we learning across our groups?
- What tensions or gaps are emerging?
- What principles guide effective human–AI collaboration in this context?
- Help the group spot recurring ideas or to clarify vague insights

Step 3: Complete the Synthesis Sheet (10 minutes; done by 3:25)

- On a new piece of chart paper, you should record the following:
 - The name of the theme
 - Section 1: 3–5 shared insights
 - Section 2: 1–2 tensions or gaps
 - 2–4 Guiding principles
 - A 1-sentence call to action

Step 4: Mini Gallery Walk (10 minutes; done by 3:35)

- Participants review synthesis sheets of themes other than their own.
- They will leave comments to the following questions on the synthesis charts (using different colored index cards):
 - What's compelling or surprising about this theme's insights?
 - Would these insights or principles work across different sectors (e.g., K–12, higher ed, workforce)?
 - What would you add, question, or complicate based on your own professional context?

Workshop Inspiration Sheet: Prototyping Ideas by Theme

These are just starting points! Feel free to adapt, remix, or go in a completely different direction!

1. AI Literacy in Practice

- A “Create with AI” toolkit for students or teachers (e.g., how to brainstorm, remix, reflect with AI).
- A visual framework of skills and mindsets needed to collaborate meaningfully with AI tools.
- A list of “AI Superpowers” learners might build (e.g., remixing, visualizing, rapid iteration).
- A poster or zine titled “What I Can Do with AI That I Couldn’t Before.”

2. Human-AI Collaboration

- A storyboard of a human–AI creative partnership (e.g., designing, teaching, inventing).
- A map of ideal roles for humans and ideal roles for AI in a collaborative workflow.
- A set of “Rules of Thumb” for healthy, empowering partnerships with AI.
- A speculative job description from 2030 for a human–AI team role (e.g., “AI-Powered Museum Curator” or “Learning Pathway Synthesizer”).

3. Personas & Pathways

- A profile of a future AI-literate learner or worker who creates with AI tools (e.g., artist, scientist, advocate).
- A “pathway map” showing how someone grows from AI beginner to confident creator.
- A day-in-the-life or learning journey for someone using AI to achieve a meaningful goal (e.g., launching a campaign, building a community project).
- A learner-designed “AI Literacy Playlist”—a sequence of recommended learning steps, resources, or challenges.

SCAMPER Guide

Use the SCAMPER method to expand, modify, or rethink your ideas.

S: Substitute

- What technology, partner, or process could be swapped out?
- Can an AI tool substitute for a human role, or vice versa?
- Could a formal learning environment be replaced by an informal one?

C: Combine

- Can two tools, practices, or roles be combined?
- What happens when you mix technical AI skills with ethical decision-making?
- Could AI and a mentor work together in a new way?

A: Adapt

- How could this idea be adapted to a new audience or setting?
- Could this AI literacy activity work in workforce training or K–12?
- What would this look like in a rural vs. urban context?

M: Modify (or Magnify/Minimize)

- What would happen if you made this simpler? Or more complex?
- Can you expand its scale (for an institution) or shrink it (for an individual)?
- How might tone or language change for a different audience?

P: Put to Another Use

- Can this idea serve a new goal or population?
- What's an unexpected way to use this tool, framework, or persona?
- Could an AI literacy tool be used in community organizing or policy training?

E: Eliminate

- What can be removed to streamline the idea?
- Is there a barrier or assumption we can get rid of?
- What features or steps are unnecessary?

R: Reverse (or Rearrange)

- What if the learner taught the AI?
- Could we reverse the order of instruction?
- What happens if we frame failure first, then build solutions?

Theme Get-Together Worksheet

Use this sheet to take notes as you visit at least two other groups working on the same theme.

Your Name (optional): _____

Here are some questions to guide your thinking as you view other prototypes:

- What's similar about our ideas or outputs?
- What's different, and why might that matter?
- Are there gaps we didn't notice at our table?
- What could we borrow or build on?
- How might we synthesize these ideas for our theme?
- Do we see applications in different sectors (K–12, higher ed, workforce)?

Prototype Summary for First Group You Visited (write down the title and key points you hear from the other group):

Notes:

Prototype Summary for Second Group You Visited (write down the title key points you hear from the other group):

Notes: