

01 / PREPARE AND SHARE

Lesson starter

See what learners already know and what they are curious about before you begin. This three-slide flow helps you open the lesson around a shared question.

12-15 minutes | A 10-20 minute facilitation guide

1

Prepare

Write one learning objective. Open the Seminar kickoff template, select Use this template and adapt the event title to your lesson. Check the questions and save. The facilitator uses their own Etkiva account; ChatGPT membership is not required.

2

Open participation

Start the saved event. Share the current code, participation link or QR code generated by Etkiva. Participants respond in their phone's browser without creating an account.

READY TEMPLATE + WEB GUIDE

[Open the template >](#)

[Open the web resource pack >](#)

This QR opens the web guide; it is not an event participation code.



02 / ACTUAL TEMPLATE QUESTIONS

Facilitate the questions

The prompts below are taken verbatim from the active Etkiva template. Example responses are illustrative; they are not real participant data.

01 Make room for every voice

Open the code or QR link. Share your responses from your phone; no account is needed.

Read the instructions. Offer a shared device or a spoken contribution to learners without a phone.

02 How familiar are you with this topic?

Options: New to me / Some familiarity / Practical experience

Read the options and allow a short thinking pause. Discuss the group's starting point without judging individual responses.

03 What question would you like this seminar to answer?

Ask each person for one specific question. Group similar questions and choose two you will address in this lesson.

Illustrative response: *How do we decide when to use this method?*

Flow note: in Live mode, the facilitator advances slides. In Form mode, participants move through the pages at their own pace and submit at the end.

03 / REVIEW AND FOLLOW UP

From responses to the next step

A short facilitation plan

0-3 min	Prepare and open participation.
3-6 min	Discuss the prior-knowledge question.
6-10 min	Collect questions and interests.
10-15 min	Choose two focus questions and a lesson plan.

Read the report and make one decision

Read the option distribution and recurring questions together. Give a short shared explanation if learners are new to the topic; invite experienced learners to contribute examples. Open the report and share only what is needed. Participant responses alone do not prove learning.

Which two questions will I return to at the end of this lesson?

Illustrative practice: if most questions concern use cases, compare two different examples after your first explanation. This is not a finding from real Etkiva responses.

Make participation easier

Read questions aloud and allow thinking time. Avoid requesting names or sensitive information. Keep private form details off the shared screen.

Current usage note

Registration and use are free when this guide is prepared; this may change in the future. Participants do not need an account. This guide does not promise unlimited capacity or uninterrupted service; check current product terms.

[Template >](#)

[Web guide >](#)