Along with the marvels of the 21st century come hurry, distraction, and distress and a compelling question: How can we reconnect with our own humanity in the midst of a rapidly evolving technological society?

The purpose of our time together is to engage in a conversation about the future of contemplative mind body practices in our emerging technological society.

Program

Participant Workbook and Interview Guide

Participant’s Name ________________________________
Thursday, April 11, 2013

4:00–6:30 pm

Open house and reception,
*Studio One*, Institute for Creativity, Arts, and Technology (ICAT)

**Installations**
Organizer Ivica Ico Bukvic, Department of Music, Virginia Tech

*Cellphonia: Our Voice*
Scot Gresham-Lancaster, ATEC, UT Dallas; and Stephen Bull

*Eloe: Application of Brain-Computer Interfaces in Visual Creativity*
Maxim Safioulline, Parsons, The New School for Design

*t3j Projection Mapping Project*
Thomas Tucker, Creative Technology, Winston Salem State University
Tohm Judson, Art and Visual Studies Department, Winston Salem State University

*Mind Body Interactive*
Ivica Ico Bukvic, Music, Virginia Tech; Matthew Komelski, Department of Human Development, Virginia Tech; Benjamin Knapp, ICAT; Isabel Bradburn, Department of Human Development, Virginia Tech

*Linux Laptop Orchestra (L2Ork)*
Demonstration Table
Ivica Ico Bukvic, Department of Music, Virginia Tech; Tom Martin, Department of Electrical and Computer Engineering, Virginia Tech

7:00–9:00 pm

**Welcome, Latham A/B**
Douglas Lindner, Conference Chair

**Introductory Remarks**
*Mark McNamee*, Provost, Virginia Tech

**Keynote Lecture:**
**Trungram Gyaltrul Rinpoche**
*Power of the Skillful—Practices of Mind and Body: Human Solutions to Human Problems*

Friday, April 12, 2013

7:15 – 8:00 am

**Practice**

*Guided Meditation, Assembly Hall*
Gyaltrul Rinpoche

*Yoga Hatha Yoga, Solitude*
All Levels, Akke Hulbert

*Taiji/Qigong, Cascades B*
All Levels, Matthew Komelski

*Yoga, Cascades A*
Student Only Session, Holistic Life Foundation

8:00–8:45 am

**Breakfast on your own, Break Area**

8:45–9:00

**Opening Remarks, Latham A/B**
Douglas Lindner, Conference Chair

9:00–10:00

**Keynote Speaker: Rich Fernandez**
Senior People Development Lead, Google

*Like Writing on Water: The Science and Design of Mindfulness in Organizations*

10:00–10:30

**Coffee break**

10:30–11:15

**Experience of Contemplative Practice—Deep Listening, Assembly Hall, Solitude**
Michael Carroll, author and business consultant and coach; Patton Hyman, President of Applied Mindfulness Training, Inc.; Rick Bowles, Executive V. P. and Chief Ethics & Compliance Officer for Merck & Co., Inc. (retired)

11:15–1:30

**Appreciative Practice**

Introductions and Overview, p. 7

11:30 am

Appreciative Peer Interviews, p. 8-11
• Activity #1
• Appreciative Interview Guide

12:00 pm

**Working Lunch** (students meet separately)

12:30 pm

The Positive Core of Contemplative Practices in a Technological Society, p. 12-13
• Activity #2
• Worksheet A
  ➢ Identification of The Positive Core of Contemplative Practices
1:15 pm  Close  
• Discussion of overnight assignment
On Your Own
Envisioning The Ideal Integration of Contemplative Practices, p. 14
• Activity #3

1:30–2:45 Breakout Sessions

• **Higher Education, Assembly Hall**
  Chair: Beth Waldrum, ACMHE
  
  **Promoting the Inclusion of Contemplative Practices in Higher Education**
  Beth Waldrum, The Center for Contemplative Mind in Society

  **Integrating Mindfulness into the Training of Marriage and Family Therapists**
  Eric McCollum, Marriage and Family Therapy, Virginia Tech

  **Contemplative Political Philosophy**
  Eduardo Velasquez, Political Science, Washington and Lee University

  **The Classroom as a “Think Tank”**
  Wendy Hamblet, Liberal Studies, North Carolina A&T State University

  **Mindfulness as a Teaching Tool**
  Mary Schumann, Licensed Clinical Psychologist, Departments of Psychology, Sports Management and Counseling and Development, George Mason University

• **Business, Solitude**
  Chair: Marc Junkunc, Pamplin College of Business, Virginia Tech

  **Using Mindfulness to Foster Tranquility in High-Pressure Environments**
  Patton Hyman, Applied Mindfulness, Inc.

  **The Shambhala Warrior as a Public Administrator: A New Vision or Latent Conception?**
  James Harder, Center for Public Administration and Policy, Virginia Tech

  **How Mindfulness Supports Leadership Development**
  Michelle Somerday, Founder and Executive Coach, Neo-Strategic, LLC

  **Importance of Self-Awareness To Entrepreneurs**
  Jim Flowers, Executive Director, VT KnowledgeWorks, Virginia Tech

2:45–3:15

3:15–3:45

• **Students, Duckpond**
  Chairs: Ali Smith, Atman Smith, Andre Gonzalez, Holistic Life Foundation

  **Being the Change: Mindfulness and Selfless Service**
  This session is open to students only.

• **Arts, Cascades A**

  **Papers**

  **Contemplative Art-Making and the Development of Consciousness**
  Carole McNamee, Willowbank Wellness Center

  **Middle Passage: Reclaiming What is Lost and From the Waters: Laptop Orchestra Works for Contemplative Ensemble Practice**
  Ann Hege, Music, Princeton University

  **Panelists**

  Ben Knapp, Director, ICAT, Virginia Tech
  Ivica Ico Bukvic, Department of Music, Virginia Tech
  Carole McNamee, Willowbank Creative Center
  Robert Smith, L.Ac., M.Ac.

• **Community Practitioners, Cascades**
  Chair: Chris Pohowsky, Certified Rolfer

  Bridget Simmerman, LCSW, Center for Creative Change
  Anna Pittman, The Breathingspace
  Greg Johnston, L.Ac., M.O.M., Dancing Crane Center of Chinese Medicine
  Matthew Komelski, Department of Human Development, Virginia Tech

  **Inner Goals, Inner Design, Inner Budget, Determining Your Unique Path of Inner Development**
  Lynn Jericho, Imagine Self

**Break**

**Practice**

**Contemplation in the Christian Tradition, Assembly Hall**

Bobbi Patterson, Department of Religion, Emory University
Walking Meditation, *Solitude*
Bridget Simmerman, LCSW, Center for Creative Change

**Guided Meditation, Cascades A**
Becky Crigger, In Balance Yoga

**Guided Meditation, Duckpond**
Students Only Session
Joe Klein, Director, Inward Bound
Mindfulness Education

**Breakout Sessions**

- **Health, Assembly Hall**
  Chair: Angela J. Huebner, Marriage and Family Therapy, Virginia Tech
  
  **A Comparison of Centering Versus Opening Meditation Processes in Healthcare**
  Ellen Birx, Nursing, Radford University
  
  **Mastering Stress and Burnout for Healthcare Professionals and Other Workers: Exploring Methods of Essential Mind-Fitness Techniques—Developing Resilience at Work**
  Kenneth Sapire, Physician Anesthesiologist MD, Anderson Cancer Center, Maryland
  
  **Effects of Tai Chi Chuan on the Anxiety and Sleep Quality of Young Adults**
  Karen Caldwell, Department of Human Development and Psychological Counseling, Appalachian State University
  
  **Yoga for Children With Autism Spectrum Disorders**
  Sarah Smidl, Occupational Therapy, Radford University

- **Engineering, Solitude**
  Chair: Roop Mahajan, Hester Chair of Engineering, ICTAS, Virginia Tech
  
  **Engineering 2029 and Mindfulness: Contemplating the Engineering Curriculum**
  Roop Mahajan, Hester Chair of Engineering, ICTAS, Virginia Tech
  
  **Integrating Contemplative Practice into Engineering Education**
  George Catalano, Bioengineering, State University of New York at Binghamton
  
  **Contemplative Practices: Changing the University of Michigan Experience**
  Diann Brei, Mechanical Engineering, University of Michigan
  
  **Mindful Multitasking**
  David Levy, Information School, University of Washington

- **The Student Experience, Duckpond**
  
  **The Student Experience of Contemplative Education in Western Universities**
  Chair: Jordan Hill, ASPECT, Virginia Tech
  
  **Social Media and Contemplative Political Philosophy**
  Chris Alexander, Rachel Alexander, Todd Smith-Schoenwalder, Zach Cylinder, Washington and Lee University
  
  **Contemplative Practices at University of Virginia**
  Lynne Crotts, University of Virginia

- **K-12 Education, Cascades A**
  Chair: Alan Forrest, Department of Counselor Education, Radford University
  
  **Papers**
  
  **Searching for Mindfulness Among Outstanding First Year Principals**
  Walter Mallory, Educational Leadership, Virginia Tech
  
  **Self-Actualization in the Professoriate: Using Contemplation to Reclaim Identity**
  Amy Maupin, Department of Education, Transylvania University

- **Religion, Cascades B**
  
  **Panel Discussion: Contemplate What? Taking the “Techne” out of Technology**
  Panel Chair: Bobbi Patterson, Religion Department, Emory University, Atlanta
  Brian Britt, Department of Religion and Culture, Virginia Tech
### Saturday, April 13, 2013

#### Saturday, April 13, 2013

**7:15–8:00 am**  **Practice**  
*Meditation, Solitude*  
Patton Hyman, Applied Mindfulness, Inc.  
*Yoga, Cascades A*  
Jill Loftis, Uttara Yoga Studio  
*Taiqi/Qigong, Outside*  
Greg Johnson  
*Yoga, Cascades B*  
Student Session, Holly Richardson

**8:00–8:45**  **Breakfast** (on your own, break area is open)

**8:45–9:00**  **Opening Remarks, Latham A/B**

**9:00–10:00**  **Keynote Speaker: Linda Lantieri**  
The Inner Resilience Program, New York, NY  
*Nurturing the Inner Lives of Youth and Educators: Contemplative Teaching and Learning*

**10:00–10:30**  **Break**

**10:30–1:00**  **Appreciative Practice**  
Reconvene and Overview  
"Sharing Your Vision, p. 15-16"  
The Ideal Integration of Contemplative Practices

**10:35–11:00**  
Identification of Visions for the Future for Contemplative Practices in a Technological Society

**11:00–11:30**  **Summary of Dream Themes**  
- Submit depictions, statements and list of themes  
- Large group presentation of common themes and energizers

**11:30–11:45**  **Overview: Designing Our Future**

**11:45–12:30**  **Working Lunch**  
Designing Our Future, p. 17-18  
- Activity #5  
- Worksheet C

**12:30–1:00**  **Creating Opportunity Wall, p. 19**  
- Activity #6

**1:00–2:15**  **Panel**  
*Why Contemplative Practices Matter*  
Chair: Charles Lief, President, Naropa University  
Mark McNamee, Provost, Virginia Tech  
Pat Shoemaker, Dean, College of Education and Human Development, Radford University  
David Levy, Information School, University of Washington in Seattle  
Ali Smith, Holistic Life Foundation  
Atman Smith, Holistic Life Foundation  
Patton Hyman, Applied Mindfulness, Inc.  
Jared Smyser, Mind Fitness Training Institute

**2:15–3:30**  **Appreciative Practice**  
Presentation of Opportunity Wall and Voting  
- Identification of Prioritized Strategic Opportunity Areas

**2:45–3:30**  **Creation of Workgroups, p. 20-21**  
- Activity #7  
- Worksheet D

**3:30–4:00**  **Break**

**4:00–4:45**  **Appreciative Practice Summary**  
**Keynote Speaker: Rick Bowles**  
Executive V. P. and Chief Ethics and Compliance Officer for Merck & Co., Inc. (retired)  
*The Voice of the Community*

**4:45–5:00**  **Closing**

**5:00–7:00**  **Book Signing and Reception**
What to Expect from the Appreciative Inquiry Process

Your Role
- Be an engaged and active participant
- Contribute your best ideas
- Lead with your energy and optimism
- Focus on the future of what you want to create
- Connect and interact with other participants
- Be mindful of time during exercises and breaks

Role of Facilitators
- Introduce Appreciative Inquiry
- Set the structure and time frames
- Manage the overall process flow

Participation Guidelines
- Everyone participates
- All ideas are valid
- Everything is written on flip charts
- Listen to each other
- Be mindful of your fellow attendee
- Observe time frames
- Agree to disagree
- See the beauty and strength of your peers
- Move to inspired action

Group Leadership Roles
Each small table group manages its own discussion, data, time, and reports. Leadership roles should be rotated. Divide up the work as you wish:
- DISCUSSION LEADER—Assures that each person who wants to speak is heard within time available. Keeps group on track to finish on time.
- TIMEKEEPER—Keeps group aware of time left. Monitors reports and signals time remaining to person speaking.
- RECORDER—Writes group’s output on flip charts, using speaker’s words. Asks people to restate long ideas briefly.
- REPORTER—Presents summary of table discussion to large group in time allotted.

What is Appreciative Inquiry?
Appreciative inquiry is an approach to organizational change that has been used successfully in small and large change projects with hundreds of organizations worldwide. It is based on the simple idea that organizations move in the direction of the questions they ask. For example, when groups study human problems and conflicts, they often find that both the number and severity of these problems grow. In the same way, when groups study high human ideals and achievements, such as peak experiences, best practices, and noble accomplishments, these phenomena, too, tend to flourish. Thus, appreciative inquiry distinguishes itself from other change methodologies by deliberately asking positive questions to ignite constructive dialogue and inspired action within organizations.

How to Use Appreciative Inquiry
As a method of organizational intervention, appreciative inquiry differs from traditional problem-solving approaches. The basic assumption of problem-solving methodologies is that people and organizations are fundamentally “broken” and need to be fixed. The process usually involves: (1) identifying the key problems; (2) analyzing the root causes; (3) searching for possible solutions; and (4) developing an action plan.

In contrast, the underlying assumption of appreciative inquiry is that people and organizations are by nature full of assets, capabilities, resources, and strengths that are just waiting to be located, affirmed, stretched, and encouraged. The steps include: (1) discovering and valuing; (2) envisioning; (3) designing through dialogue; and (4) co-constructing the future. In other words, the appreciative inquiry 4-D model includes discovery, dream, design, and destiny.

The content of this workbook has been partially adapted from materials created by the Corporation for Positive Change. http://positivechange.org/
Activity #1: Appreciative Peer Interviews
Discovering the Best of Contemplative Practices

One-on-One Interviews

Purpose: To explore and share our best experiences with contemplative practices in order to build on the wisdom we already have and learn from others.

Guidelines:

• Select an interview partner from your table — someone you don’t know well and who is different from you in age, interests, role, or gender.

• Interview your partner using the interview guide on the following pages. Each person will have 12 minutes to interview his or her partner.

• Encourage your partner to tell his/her story, draw the person out with your positive energy and excitement.

• Take good notes and listen for great quotes and stories. You will share the results of your partner’s interview in the next section.

Tips for Interviewers:

☞ Ask probing questions and explore a response with additional questions
   Some suggestions are provided

☞ Ask for the emotion and feeling with a situation or event

☞ Ask for a story to exemplify an experience

☞ Have fun getting to know your partner and learning about his/her experiences

☞ Capture the essence of the stories in your notes

I have seen there is no more powerful way to initiate significant change than to convene a conversation.... It is always like this. Real change begins with the simple act of people talking about what they care about.

- Margaret Wheatley
1. About You
   - Briefly, what is your profession or primary area of interest?
   - Who or what initially attracted you to your work?
   - What interested you in this conference?

2. A High-Point Experience in Mindful Awareness

In our personal and professional lives, each of us performs numerous activities every day. The increasing use of technologies compounds this even further. Sometimes, in fact, we are just going through the motions. Yet at other times we are acutely aware and fully engaged in the activities we are involved in or with the other people with whom we interact. Think of a time when you felt that you were completely engaged in an activity or interaction — a time when you were focused in the present moment and experiencing it fully. If this was a conversation — a time when you felt your point of view was fully expressed and heard. Please tell me the story of that time.

   - Describe the experience of being fully engaged. How did you feel it in your body? What thoughts and emotions accompanied this experience?
Friday, April 11

- What is notable about that moment? Why were you so engaged?

- If there was another person involved, was there something remarkable about that individual or your relationship that contributed to your engagement in the interaction.

- If there was a concrete outcome of the experience, how did your presence positively impact the outcome?

- What was special about you in that moment? What did you contribute?

- If at some point you lost focus but then realized that and were able to return and completely engage again, what can be learned from that experience?
3. Images of the Future

Imagine that you go to sleep tonight and when you awaken it is 2017. Your community, your workplace, your family or an organization of which you are a part has embraced a variety of contemplative practices and fully integrated them into daily life. Everything you have hoped for and envisioned has come to pass. Describe your environment.

• As you go about a typical day, what do you notice that tells you that this change has occurred?

• What about your new daily routine is most important to you?

• What has changed in the way people interact with one another?

• What is the single most important change that has occurred? How did it happen?

• What role did you play in creating this change? What was the first step you took?
Activity #2

The Positive Core of Contemplative Practices in a Technological Society

Purpose: To develop a shared understanding of the collective experiences in mindful presence that give life and vitality—the experiences that we want more of.

Steps:

1. Select a discussion leader, timekeeper, recorder, and reporter (see p. 7).

2. Go around the table. Have each person briefly introduce his or her partner, based on their responses to Question 1.

3. Next, go around the table and have each person share stories and highlights from their partner’s answer to Question 2. Focus especially on the experience of engagement or presence, on what makes this ‘not business as usual’ but moves us closer towards a new way of being.

4. As others share, listen for themes or unique contributions that energize and excite you. Are there common experiences among the stories? Record those on Worksheet A, Positive Core on p. 13.

5. Ensure that all voices at your table are heard.

6. Then, as a table group, talk about what these stories and responses tell you about the role of contemplative practices in a technological society. What are the elements (energizers and qualities) that enhance engagement, foster presence and create meaning?

7. As a table, prepare one list of themes and energizers that describe the positive core of contemplative practices. Record that list on the bottom of Worksheet A, Positive Core on p. 13 and be ready to present them to the large group.

There are two ways of spreading light: to be the candle or the mirror that reflects it.
- Edith Wharton
Worksheet A

The Positive Core of Contemplative Practices in a Technological Society

8. As you listen to the presentations, jot down those things that you hear that you consider to be the elements, energizers and qualities that enhance engagement, foster presence and create meaning? Listen for central themes that can inform our discussion. What must be sustained and nurtured if we hope to promote mind body practices, no matter what else changes?

Next, as a table, read over and discuss your individual lists of energizers and qualities (above) and identify the patterns and themes you recognize from these and across the stories. Create one list as a table and record those patterns, themes, and compelling energizers below.

<table>
<thead>
<tr>
<th>Patterns &amp; Themes</th>
<th>Energizers</th>
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</thead>
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Activity #3 – On Your Own:

Envisioning The Ideal
Integration of Contemplative Practices

Purpose: To imagine and visualize an ideal reality built on the practices we've been working with — the mind/body practices, authentic communication, active listening, collaborative partnerships, various form of meditation.

Identifying and Depicting the Dream

1. Take a moment to review Question 3 (page 11). Think about your responses as well as those of your partner. Envision your ideal: your vision for how contemplative mind-body practices can be integrated into the many facets of your life. Consider your community, your workplace, your family, and organizations of which you are a part.

2. Find a way to depict your ideal. You could draw a picture or find an image that “speaks to you” or represents your vision. Feel free to look through magazines or online if that is more comfortable. Please bring this image with you for Saturday’s activities.

3. Consider how the image you created or selected represents your vision.
   - Did you envision something first and then create/find an image or did you find an image that struck you and then seek its meaning?
   - Is the image specific or is it an abstract representation?
   - Do the colors matter? Why or why not?
   - Is there a particular part of the image that resonates most strongly?
   - What are the essential elements of the depiction?
   - What does this image say/represent to you?

4. Distill your thoughts into a single sentence or phrase.

5. Prepare to share your image and sentence or phrase with other participants on Saturday.

Do not go where the path may lead, go instead where there is no path and leave a trail.
- Ralph Waldo Emerson
Activity #4

Sharing Your Vision:
The Ideal Integration of Contemplative Practices

Purpose: To create a collective vision of the ideal integration of contemplative practices into different facets of our lives.

Steps:

1. Select a discussion leader, timekeeper, recorder, and reporter (see p. 7).

2. Go around the table. Display the image that represents your ideal and share the statement/phrase that you created.

3. As you present and listen to others at your table, identify any themes or anything that strikes you as particularly meaningful or energizing.

4. Ensure that all voices at your table are heard.

5. If there is any remaining time, talk as a group about what would be essential for or integral to the creation of your ideal.

6. As a table, prepare one list that represents elements of your collective dreams – it could include themes and energizers, essential people or resources or anything else you identify as important.

7. Record that list on the bottom of Worksheet B, Sharing Your Vision on p. 16 and turn this in to one of the facilitators.

The best way to predict the future is to create it.
- Peter Drucker
Worksheet B:
Sharing Your Vision:
Integration of Contemplative Practices

Dream Themes and Promising Ideas and Directions

As you see the images and listen to the dream statements, jot down those things that resonate with you. What strikes you as particularly promising for how contemplative practices could be integrated in our rapidly evolving technological society? List key images, words, phrases, and “quotable quotes” that should be in our future direction and specific high impact opportunities, priorities, projects and directions that will allow us to translate our visions into reality. You will be asked to revisit these ideas as we continue our work.

<table>
<thead>
<tr>
<th>Images, Words, Phrases, “Quotable Quotes”</th>
<th>Promising Ideas, Directions and Visions for Integration of Contemplative Practices into Technological Societies</th>
</tr>
</thead>
</table>
Activity #5
Designing Our Future

Purpose: To begin building a future that incorporates contemplative practices into our lives in new and innovative ways.

Steps:

1. During lunch, peruse the Gallery Walk to see the depictions and statements other participants created. Jot down any new thoughts or reactions that you might have. Do the same as the facilitators present the Summary of Dream themes.

2. At your table, select a discussion leader, timekeeper, recorder and reporter (see p. 7).

3. Consider all of your previous discussions and the presentations you have heard.
   - positive core of contemplative practices in a technological society
   - the dreams for the future
   - Refer back to Worksheets A&B (pages 13 & 16)

Take a few minutes and individually brainstorm a list of high priority opportunities for Integrating Contemplative or Mind Body Practices into your communities. These high priority items should have the most strategic potential to quickly advance our envisioned future.

4. Individually use Worksheet C, Identifying High Priority Strategic Opportunity Areas (p. 18), to create your list of the high-priority opportunities.

5. Go around the table and share your lists.

6. After you hear from everyone, as a group, consolidate your lists including everyone’s ideas and eliminating redundancies. Create one list of high priority opportunities that you believe will have the greatest impact on creating the future you envision. Facilitators will collect these lists to ensure no ideas are lost.

7. As a table, identify ONE or TWO of these ideas to share with the large group. You may choose the one that you feel would be easiest to implement or the one that you think would be highest yield. How you choose is up to you! Write the selected opportunity on a large Post-it (provided on the table). Write in large print with a marker and prepare to report.
Worksheet C:
Designing Our Future

The Opportunities in the Future

Think “outside of the box.” Deliberately come up with as many opportunities as possible and push the ideas as far as possible.

The steps are:
• Revisit the Dream Statements around the room
• Be creative and inspiring
• Write down as many opportunities as you can
• Be ready to share your ideas at your table
Activity #6
Creating An Opportunity Wall

Purpose: To present and hear opportunities for integrating contemplative practices and then prioritize as a group which to pursue.

Steps:

1. The facilitators will guide you through this activity.

2. When your table is asked, have a representative present the opportunity or idea that your table chose and take the large post-it to the facilitator.

3. Listen attentively to the ideas presented by the other table groups.

4. Following the creation of the Opportunity Wall, decide which ideas you think are the most important to pursue.

5. Vote for your favorite 3 ideas by placing one of the dots provided on the appropriate large sticky note.
Activity #7
Creating Workgroups

Bringing Strategic Opportunities to Life

**Purpose:** To create initial plans to implement actions within your strategic opportunity area.

**Steps:**

1. Determine which Opportunity Area is most compelling to you and join that group.

2. Using Worksheet D, Action Planning Team (p 21), name your group, exchange contact information and identify someone who will take responsibility for initially getting the group together to begin its work. PLEASE MAKE 2 COPIES of this information — 1 for the person who will initiate the contact and one for the conference organizers.

3. Give one copy of your group's Worksheet D, Action Planning Team (p. 21) to the facilitators.

Activity #8:
Personal Commitments

Turn to one other person at your table and share the one or two things you, personally, will do right away to promote the incorporation of contemplative practices into your community. Jot these down below.

•
•
•
•
Worksheet D:
Workgroups: Contact Information

Group Name: ________________________________________________________________

Member to Initiate Workgroup Activity _______________________________________

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<tr>
<th>Name</th>
<th>Organization</th>
<th>Phone</th>
<th>Email</th>
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After the Summit:
Workgroup Planning Suggestions

1. Introduce yourselves by sharing:
   • Your name
   • A sentence or two about why you choose to work on this Strategic Opportunity Area.

2. Discuss the “areas for action,” that is, those areas which will need focus and attention to begin to bring the opportunity to life.

3. Consider the most important action areas. Choose one area of focus that you think will have the most impact; one that creates rapid success, sustainable success or both!

4. Identify the steps that need to occur in that area of focus to bring about that success. Consider short-term actions, in the next 90 days or so, and longer term actions, over the next several years.

5. Begin crafting an action plan for that area. Worksheet E, Action Planning p. 22. is provided. The Action Plan should address the following:
   • What are the critical steps?
   • Who needs to be involved?
   • What resources are needed?
   • What are the key milestones?
   • What will success look like?

6. Identify any “Quick Wins” — one or two small things that can be done right away (either by individuals or by the organization) that will have a big impact.
Worksheet E:
Workgroup Planning

Our Strategic Opportunity Area: ________________________________________________________________

<table>
<thead>
<tr>
<th>Action steps</th>
<th>Timeline</th>
<th>People Involved</th>
<th>Resources Needed</th>
<th>Key Milestones</th>
<th>Images of Measures of Success</th>
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