**Game Master Instructions –**

**Online game session**

**Game master intro**

1. Well in advance, invite all players to a common Teams meeting. You will need about 2 hours.
2. Study the Introduction PPT in advance. Reach out to your regional Holding Communications, or to Corporate Communications, in case you need further support.
3. A day before the actual session, prepare the break-out rooms needed by dividing the players into smaller teams with 3-5 players each (see instructions on how to this below). You can be part of one of the teams if you wish.
4. On the day of the actual game session, start the common call and share the introduction PPT presentation and short video on your screen. Emphasize that the stories should be relevant and fact-based, as they will be of real use in our communication efforts.
5. Inform the players which smaller team they belong to, and at what time they will be called back to the main meeting. Instruct the teams to appoint a Note Taker who will share the interactive game plan on his/her screen.
6. Now push each player to their smaller team break-out sessions. Send the links to the interactive game plan PDF and the online story form to each team.
7. The teams now start playing. You will be ready to assist all teams throughout the game (in case they need help). Each game circle takes approximately 1 hour.
8. When time is up, welcome all players back to the common meeting for a final wrap-up wherer they present their winning stories.

**Further info:**

Make sure that the Note Taker in each team uploads the stories in English (if possible).

Encourage all players to bring the Storyselling game sessions forward in their teams (if applicable).

**Instructions on how to create breakout sessions in Teams:**

<https://onevirtualoffice.sharepoint.com/sites/Office365KnowledgeCenter/SitePages/Breakout-rooms-in-MS-Teams-meeting.aspx>

**Link to story submission form:** <https://forms.office.com/Pages/ResponsePage.aspx?id=H2tuVZ20eEKLr9sG7u_I6TGw_zpQdRFJs79SAohx8oNUMFY5TUtXNTlJTVJGMk9DVUdUQjkxQ09VTi4u>

**Link to the storytelling website:** [www.atlascopco.com/storyselling](http://www.atlascopco.com/storyselling)