

FIGURE 11

## Table host reference sheet

Thanks again for your involvement in this hopeful and purposeful event. These details and tips will help you through the evening. It is probably best to review them ahead of time, rather than to flip through as you are facilitating discussion.

### Responsibilities

- Facilitate brief introductions at your table—just names, so that people can address each other. No need for delving deep into explaining perspectives as that will come out with the ideas through the conversations.
- Encourage and ensure that people are jotting down key connections, ideas, discoveries and deeper questions on to the placemats as they come up. We will be using this to augment our notes that go into the action plan.
- Remain at the table when it is time for the participants to switch. Welcome your next group of participants with the same brief introductions.
- Jot down the key ideas for yourself, as you'll be sharing briefly with the next group what the previous group came up with.
- If necessary during the whole-group wrap up, get the ball rolling with a comment you heard at your table. We'd prefer for the participants to all take part in this, but if there is hesitation at the beginning, we will look to the table hosts to kick things off.

### Café etiquette

This is from the World Café website. Participants may or may not need reminders of this:

- Focus on what matters
- Contribute your thinking
- Speak your mind and heart
- Listen to understand
- Link and connect ideas
- Listen for insights to deeper questions
- Doodle and draw on the placemats and tablecloths
- Have fun!

### Facilitation tips

Here are some possible statements you might use when during the conversations:

**Tangents:** when there are long stories, personal struggles, or comments about topics other than the current question, here are a few ideas for getting back on track...

- "Let me read the question once more."
- "I see how that gives background on your perspective, but let's talk about how to progress from there."
- "Maybe that's something the 2 (3, 4) of you could discuss after the time allotted for this conversation."
- "That's interesting, but let's get back to inclusive thinking."

**Silence:** when there is a prolonged lull or when there are certain individuals not offering their thoughts...

- "Joe, we're interested in your take on that."
- "You may not have direct personal or professional impact on this question, but sometimes that's just the fresh perspective called for."

- "Think of what you enjoy about living/working in our community. Where do you go in your free time, what do you do, who do you see? What adjustments might have to be made to some of those assets so that people with physical, social, medical or intellectual differences might also partake alongside you?"
- "Let me get us started, one idea I had was... Can I get your thoughts on that or hear some of your ideas?"
- "Anything that comes to mind, we're not ruling out here and now, were compiling possibilities."

**Negativity, listing obstacles:** people who are eager to tell you that something won't work because of personal bad experience or because they can quickly list difficulties or obstacles...

- "We're going to focus on what should happen, not so much on feasibility at this point yet."
- "I understand you had a struggle in this area, thus illustrating the need to get creative about how to go about it. What are your ideas for progress here?"
- "If you must list obstacles, for each, you have to offer a possible way around it."

**Dominance:** when one person takes over the entire conversation and may even inhibit others from partaking...

- "Those are good thoughts. Let's see what other people have to say, Mary?"
- "You have a lot of experience here. Let's see what other new ideas there might be."

Overall—the goal is to keep all conversation constructive, positive, and focused on solutions, action toward progress, and gathering perspectives and ideas from all participants. Don't be afraid to use these exact straightforward words as a reminder when needed.