

**Suggested Conversation Guide Facilitation Timing, 90 minutes**

|  |  |  |  |
| --- | --- | --- | --- |
| **When** | **What** | **How** | **Notes** |
| **30-45 minutes beforehand** | **Registration**  (and refreshments if applicable) | Attendees check-in and receive materials   * For large groups - table assignments by pulling number out of a hat and sitting at corresponding table | Have copies of Conversation Starter Guide and pens for everyone  Determine plan for distributing evaluation forms |
| **10 min** | **Welcome** | The Work in YOUR REGION   * Why bring TCP to YOUR REGION? * Why is this important? * Why we invited you/who is in the room |  |
| **10 min** | **Introductions** | General Introductions: Telling Our Stories  Facilitator tells own story (2 min)  Invites attendees to turn to a neighbor for 3 min each   * *Name?* * *What brought you to this session both personally and/or professionally?* | It’s great to use pictures when telling facilitator story |
| **15 min** | **The Conversation Project** | TCP Brief Overview: history, strategy, tools, examples of community efforts  Video options:   * [ABC Video w/ Diane Sawyer](https://youtu.be/J1r0Xbh0UVo) is a great intro (about 4-5 min) * [Practice Makes Perfect](https://youtu.be/pyMXtVprN74) Video * [How to pick your proxy](https://youtu.be/iTxv-20ULwQ) video | Will need video/audio capability if showing videos. Recommend downloading them beforehand or testing web connectivity/letting the videos buffer before playing |
| **50 min** | **Conversation Starter Guide Facilitation** | The Conversation Starts with you   * Safety and ground rules (about 5 min)   Part I: What Matters to Me + questions on the spectrum (20 min)   * *Thinking time (5 min)* * *Partner share (7 min)* * *Full group report out (7 min)*   Part II: Who, What, Where, When (20 min)   * *Thinking time (5 min)* * *Partner share (7 min)* * *Full group report out (7 min)* | Have people to help with microphones around the room during report outs |
| **5 min** |  | *Summary/Connections*   * Next steps/how participants can stay engaged going forward   + *Could show Practice Makes Perfect video to close out, or* [read](https://theconversationproject.org/wp-content/uploads/2017/01/Dont-Panic.pdf)*/*[play](https://youtu.be/78LvYE3vMOA) *Karen Boudreau letter* | Remind participants to complete end-of-event evaluations |

For more information and preparation, please see out [community resource page](https://theconversationproject.org/resources/community) and view our [recorded speaker training call.](https://theconversationproject.org/calls-and-recordings/)