Chicago Wilderness Café Series
Sample Café Guides. (Only one example of a way to lead these, feel free to be creative)

I.   **Register your idea for CW Cafe Series by submitting this information to** Laura.ReillyCW@gmail.com
Date:
Time:
Topic:
CW Focus Area (can be more than one):
    Advocacy and Awareness, Climate, Communities, Green Economy, Planning and Policy, Science and Natural Resource Management, other
Moderator:
Co-hosts:
Description:

II.   **Tasks to complete in advance of the event**
1. Confirm date/time/topic/moderator (steps above)
2. Laura R will add to the calendar and promote through CW channels
3. Decide breakout format: including questions, moderators, note takers and times
4. Create format for event with co-hosts and assign roles for:
    a. Zoom bouncer to manage participants
    b. Chat manager
    c. Slideshow monitor
    d. Creating polling questions
5. Create slides for the event: CW template slides for basic information

III.   **Day of CW Cafe**
Sample:
11:45am
        a. All co-hosts on call, check unmuted, cameras on
        b. Laura R. record (?) + admit participants
        c. Make sure all are still co-hosts
        d. Review Poll functionality
        e. Test breakout function
        f. Assign co-host to share slides

12:00-12:03pm   CW Welcome Intro: (MAP, Laura Reilly or designated)

12:03-12:06PM   CW Cafe: Topic Introduction (moderator)

12:06-12:08PM   Guidelines/Pop Up Rules (moderator)

12:08-12:13PM   Set the Context/Background (co-host)

12:13-12:18PM	Opening Question:
	(Laura R. launches poll)

12:18-12:43PM   Break Out Sessions
(Laura R. puts us into break out groups. Co-hosts self-select into correct room to lead discussions):

        Group 1 -
        Group 2 -
        Group 3 -
        Group 4 -

IN BREAKOUTS for 25 minutes (co-host/moderator instructions)

- Guiding questions can be on slide → share screen with group. Ask for a note taker.
- Facilitators Guide in break out groups
- A note taker takes notes here (share link in the chat)
- Co-host to try to give 5 min warning via text
- Remember to save the chats!

12:43-12:58PM   Report Back - 12-15 min (Moderator)

12:58-1PM   Wrap Up + Thank You - 5 min (Moderator)

IV.   SAMPLE SCRIPT
Set the Context/Background

Introduction (Moderator)
Good afternoon everybody. My name is XXX and I am an XXX with the XXX. Thank you for joining us for this Chicago Wilderness Café session. We are here to have a conversation around XXXXX. We have set this café up to discuss our challenges and hopefully our successes as well.

(Show agenda maybe with guiding questions.)

We don't have time for everyone to introduce themselves today. But if you want to go into the chat box and tell us your name and organization and why you decided to spend our lunch with us, please do so.

In the chat, please type your name and why you decided to spend lunch with us.

If anyone has questions during the session, please feel free to add a comment to the chat.

For today we will start with an open question to the full group for a few minutes and then break out into smaller groups to make things a bit more intimate and open to participation.

I have XXX colleagues who will help facilitate and take notes during our break-out sessions. They can please introduce themselves now.

(Group does introductions)

Before we begin we want to set up the context for this session and so I will let my colleague XXXX give us some background.

(XXX speaks: Set the Context/Background, with speaker YYY for support as needed)- 5 min

Explanation of Questions and Groups (Moderator)
Thank you for the set up XXX, we will now spend the rest of this session having conversations around some of these questions.

Any questions about our process and procedures?

Let's jump right into it with our first question to the full group. Just go ahead and be demonstrative and polite at the same time: Please put your response in the group chat and if you would like to share, raise your hand and I will call on a couple people to share with the group.

Are people comfortable sharing their contact information? If so, we can share the contact list.

(Share questions on screen and discussion guide)

V.   POLL QUESTIONS
(Run poll for five minutes. Reconvene.)

VI. BREAKOUT
Introduction (Moderator)
We are going to go into smaller discussion groups now, where we can tease out what is different now about these interactions and relationships, and what we can learn from that.

1. **Instructions and Questions (Breakout Facilitators)**
   Hi my name is XX, I'll be facilitating the discussion today. Can I get someone to be a notetaker who will report out for our group at the end? (Or do we prefer to be note takers ourselves?)

   (Do we set group rules here/, or do we present them to the whole group before breakout?) If here:
   Remember to be as concise as possible, we have a lot of participants eager to share, and please do not talk over the speaker who has the floor.

I am going to read our first question and just give you a short answer of my own, just to break the ice.

1) Question?
    a) Follow up: discussion or question?
2) Question 2?
    a) Follow up: discussion or question?
3) Question 3?
    a) Follow up: discussion or question?
4) Question 4?
    a) Follow up: discussion or question?

2. Pointers for Facilitators:
(Decide how long you want to spend on each question block, and write those number of minutes at the end of the row for the starter question. Move conversation along once it has run a minute or so past your target time.

In question one, have the first four or so folks answer the question, then ask:)

Follow up (Moderator)
For these questions, how are the priorities different for partners than before the pandemic?

If your group is large, you don't have to have everyone answer each question. Do give everyone chances to answer over the course of discussion, so starting question #2 with folks who have not responded yet to #1 would be one way to let everyone talk.

Only use your own experience briefly, and to the point, to model the response form. You are not here to recontextualize (or elaborate on your examples), contextualizing was done beforehand.

*If you have given a brief answer to a question, to illustrate a possible type of response, **let silence be a force for getting a response, don't** keep talking.*

if a moment of silence to think and squirm does not help, call on someone. After their response, I would continue to call on people "around the circle" to ensure full participation and keep it moving. They will have had your modeling response, and a first person you called on to think about their answer, so don't be scared of putting people on the spot.)

Conclusion (Moderator)
Do people want to continue talking about this etc.? Any thoughts about how to continue the discussion after this session?