



Roundtable Discussions

Philosophy

The roundtable discussion uses the expertise of participants to discuss critical issues, and develop possible strategies or solutions. It also can be a means to educate on a specific topic.

Format

- 1. Ten (10) minutes introductions.
- 2. Forty-five (45) minutes conversation (June 12)/30 minutes for June 13 sessions.
- 3. Ten (10) minutes recording and wrapping up conversation.
- 4. Try to offer small groups of 12 15 people per group. Split the group to have two groups of the same subject
- 5. Keep equity in mind. Ensure everyone has an equal opportunity to participate. That means if you talk a lot, check yourself and involve others.
- 6. If disagreements arise, handle them with respect.
- 7. All attendees will be expected to participate in the roundtables. Materials
 - Post-it notes
 - Easel paper
 - Markers





Roundtable Directions

If your group has no facilitator, appoint a member to facilitate the discussion and take notes.

Appoint a time keeper to keep the group on track.

As a group, wrestle with the topic listed through discussion. Capture the following using the materials provided:

- Easel Paper #1: Write down the major themes, unanswered questions, barriers of note from the discussion.
- PINK/BLUE Post-it Notes: Each participant can write down particular "aha moments," points that resonate with you/group, or stands out and place it on the easel paper #1
- YELLOW/ORANGE Post-it Notes: Write down solutions discussed and place it on the easel paper