

Round table

Round table is an effective tool to share opinions and experience. It is more interactive than a lecture or conference.

BEFORE ROUND TABLE

FEW DAYS BEFORE

Context preparation

1. Make a team of facilitators (3 people)
2. You should know which experts will come on your round table, their background and interests
3. Make a brain storm what is common between invited experts
4. Think how to use the experience of these experts for your work camp or project
5. Choose main goal and topic of the round table
6. Make a concept plan of the round table
7. Think about the way of presentation: will you use apps, illustrations etc.
8. Make a detailed timetable including coffee break and informal part
9. Divide roles between facilitators

Materials and equipment

1. Make a team responsible for food and drinks, presentation and slides, organization of the space in the room
2. Prepare illustrations, handouts, slides for presentation, badges

ONE DAY BEFORE

1. Discuss with your whole team the preparation for the round table
2. Write an email to the experts about the subject of your round table and main topics (ask them is it fine if round table will be outside on the grass for example)
3. Ask experts if they have presentations and need special equipment, projector for example
4. Prepare all necessary materials for the round table

DURING ROUND TABLE

1. Follow the timetable and the plan
2. Create a warm atmosphere using quiet background music at the beginning



URBAN SPACE TOOLKIT

DISCUSSIONS

TIME

The optimal time for a round table is 2.5 - 3 hours with a coffee break in the middle

GROUP SIZE

4-5 experts, 10-13 spectators who can ask questions and participate in the discussion

OBJECTIVES

To promote sustainable living and consumption

To raise awareness about the local initiatives

To share experiences

To foster an understanding of ecological and social problems

To make a platform for communication

