

Possible formats for Impact Week

Partner sessions

- All sessions will last 75 mins (including time for people to enter).
- We urge you to develop an interactive session and we would like to avoid long presentations and/or product and service pitches.
- We value gender equality and diversity in views, experience and background.
- We are more than willing to help you with setting up your sessions, however you will be responsible for the moderation and the organisation of your session.

We have created several options for your session format:

- Fishbowl dialogue or regular dialogue
- Short presentation or short panel discussion followed by a World Cafe
- Small workshop in your own interactive format or pick a challenge to do a structured brainstorm. Possibly also using the world café format or a design thinking format.

Here below you can find the different session formats in more detail including a draft time script.

Fishbowl dialogue

Four to five chairs are arranged in an inner circle. This is the fishbowl. The remaining chairs are arranged in concentric circles outside the fishbowl.

A few participants are selected to fill the fishbowl, while the rest of the group sit on the chairs outside the fishbowl. In an **open fishbowl**, one chair is left empty. In a **closed fishbowl**, all chairs are filled. The moderator introduces the topic and the participants start discussing the topic. You can start with a more interview style and then start the discussion. The audience outside the fishbowl listens in on the discussion.

In an open fishbowl, any member of the audience can, at any time, occupy the empty chair and join the fishbowl. When this happens, an existing member of the fishbowl must voluntarily leave the fishbowl and free a chair. The discussion continues with participants frequently entering and leaving the fishbowl. Depending on how large your audience is you can have many audience members spend some time in the fishbowl and take part in the discussion. When time runs out, the fishbowl is closed and the moderator can summarize the discussion. You can also ask some of the people who haven't joined in for their key reflections and insights as they have been listening carefully.

A more dynamic version is not to leave a free chair. When someone in the audience wants to join the conversation, they come forward and tap the shoulder of the person they want to replace, at some point when they are not talking. The tapped speaker must then return to the outer circles, being replaced by the new speaker, who carries on the conversation in their place.

Possible flow

Total time	75 mins	
	5 mins	People entering the room
	5 mins	Introduction of the session – objective and set up
	10 mins	Getting to know each other – energizing introduction three options (no plenary rounds unless you have less than 10 people): <ol style="list-style-type: none">1. Small groups (3 people) – possible questions:<ul style="list-style-type: none">- Briefly state your name and tell us what excites you about this topic- Briefly state your name and tell us what you hope to get out of this session2. Stand up and shake as many hands as possible – stating your name and why you selected this session
	20 mins	<ul style="list-style-type: none">• Explanation of the rules of the fishbowl• Short introduction by 3 speakers (max) (5 mins max each)• After this short introduction you can 'open' the fishbowl
	30 mins	Fishbowl <ul style="list-style-type: none">• Round of open or closed fishbowl
	5 mins	Check out – brief check out with three options: <ol style="list-style-type: none">1. Check with random people (not all!) what was their key insight, key surprise, key take away2. Check with the people who didn't participate what their key reflections are (pick 1 or 2 people max)3. Session owner briefly describes his/her key take aways

Regular dialogue

This is the more traditional dialogue in which participants are split into smaller groups. They will stay in these groups and will explore together 1 or two consecutive key questions to be explored. Ideally the group will at the end visualise the outcomes or key insights. This can be through a drawing, a mindmap or in another creative way. If you don't have larger introduction or presentation at the beginning, more time can be reserved for the dialogue itself.

Some rules of the game:

- Listen to understand
- Suspend your judgment
- Ask questions, be curious
- Appreciate new perspectives and points of view
- Use "I" statement. Everyone should speak from your own experiences.

Possible flow:

Total time	75 mins	
	5 mins	People entering the room
	5 mins	Introduction of the session – objective and set up
	10 mins	Getting to know each other – energizing introduction three options (no plenary rounds unless you have less than 10 people): 1. Small groups (3 people) – possible questions: <ul style="list-style-type: none"> - Briefly state your name and tell us what excites you about this topic - Briefly state your name and tell us what makes you tick 2. Stand up and shake as many hands as possible – stating your name and why you are here 3. Walking dialogue (see below) or ask people to raise their hands while asking a few energizing questions to get a feel for who is in the room
	20 mins	Short introduction by 3 speakers (max) (5 mins max each) Possibly finish with a brief quiz (using mentimeter or kahoot) Or start with a walking dialogue (see below)
	25 mins	Dialogue <ul style="list-style-type: none"> • 3-6 of tables (depending on the number of people) • 1-2 Questions on the table including sheets of paper • Dialogue rules on the table (optional) • 30 mins dialogue • 10 mins visualising the outcome of the discussion through a drawing, mindmap or possible prototype
	10 mins	Check out – brief check out with four options: <ol style="list-style-type: none"> 1. check with a few people what was their key insight (no recap of the session) 2. small groups (3 people): Key insight, key surprise, key take away 3. session owner briefly describes key take aways walking around the different tables 4. Allow the participants to walk around the tables and check out the visualisations of the other groups

World Café

The World Café methodology is a simple, effective, and flexible format for hosting large group dialogue. The following five components comprise the basic model:

- 1) *Setting*: Create a “special” environment, most often modeled after a café, i.e. small tables covered with flipchart paper, colored pens and an optional “talking stick” item with preferably 5 chairs around it.
- 2) *Welcome and Introduction*: The host begins with a warm welcome and an introduction to the World Café process, setting the context and putting participants at ease.
- 3) *Small Group Rounds*: The process begins with the first of three (preferably) twenty-minute rounds of conversation for the small group seated around a table. At the end of the twenty minutes, each member of the group moves to a different new table. They may or may not choose to leave one person as the “table host” for the next round, who welcomes the next group and briefly fills them in on what happened in the previous round.
- 4) *Questions*: each round is prefaced with a question specially crafted for the specific context and desired purpose of the World Café. The same questions can be used for more than one round, or they can be built upon each other to focus the conversation or guide its direction.
- 5) *Harvest*: After the small groups (and/or in between rounds, as needed), individuals are invited to share insights or other results from their conversations with the rest of the large group.

Possible flow:

Total time	75 mins	
	5 mins	People entering the room
	15 mins	Short introduction by maximum 3 speakers (max) (5 mins max each)
	45 mins 2 x 20 mins + 5 mins to change tables	World Café <ul style="list-style-type: none"> • 3 – 6 tables (depending on number of people) • One question for each table + sheets of paper • Let people rotate after 20 mins • One person stays at the table – briefly explains key insights former groups – building upon the next group
	10 mins	Check out – brief check out with three options: <ol style="list-style-type: none"> 1. Check with the people who stayed at each table what was the key insight (no recap of the session – 1 minute recap max) 2. Small groups (3 people): Key insight, key surprise, key take away 3. Session owner briefly describes key take aways

Workshop or (design thinking) challenge

Here you can decide on your own format for an interactive workshop, or we can use the world cafe format or a more structured design thinking challenge.

Possible flows:

Total time	75 mins	World café format
	5 mins	People entering the room
	10 mins	Getting to know each other – energizing introduction three options (no plenary rounds unless you have less than 10 people): <ol style="list-style-type: none"> 1. Small groups (3 people) – possible questions: <ul style="list-style-type: none"> - Briefly state your name and tell us what excites you about this topic - Briefly state your name and tell us what makes you tick 2. Stand up and shake as many hands as possible – stating your name and why you are here 3. Walking dialogue (see below) or ask people to raise their hands while asking a few energizing questions to get a feel for who is in the room
	5 mins	Present your key challenge and explain your journey and the different aspects you would like to explore in the smaller groups
	45 mins 2 x 20 mins + 5 mins to change tables	World Café <ul style="list-style-type: none"> • 3 – 6 tables (depending on number of people) • One question for each table + sheets of paper • Let people rotate after 20 mins • One person stays at the table – briefly explains key insights former groups – building upon the next group
	10 mins	Check out – brief check out with three options: <ol style="list-style-type: none"> 1. Check with the people who stayed at each table what was the key insight (no recap of the session – 1 minute recap max) 2. Small groups (3 people): Key insight, key surprise, key take away 3. Session owner briefly describes key take aways

Total time	75 mins	Your own workshop format
	5 mins	People entering the room
	10 mins	Getting to know each other – energizing introduction three options (no plenary rounds unless you have less than 10 people): <ol style="list-style-type: none"> 1. Small groups (3 people) – possible questions: <ul style="list-style-type: none"> - Briefly state your name and tell us what excites you about this topic - Briefly state your name and tell us what makes you tick 2. Stand up and shake as many hands as possible – stating your name and why you are here 3. Walking dialogue (see below) or ask people to raise their hands while asking a few energizing questions to get a feel for who is in the room

	10 mins	Introduce the topic of your workshop and some explanation of the content
	40 mins	Interactive part of your workshop
	10 mins	Check out – brief check out with two options: <ul style="list-style-type: none"> 1. Small groups (3 people): Key insight, key surprise, key take away 2. Session owner briefly describes key take aways

Total time	75 mins	Design Thinking Challenge
	5 mins	People entering the room
	10 mins	Getting to know each other – energizing introduction three options (no plenary rounds unless you have less than 10 people): <ul style="list-style-type: none"> 1. Small groups (3 people) – possible questions: <ul style="list-style-type: none"> - Briefly state your name and tell us what excites you about this topic - Briefly state your name and tell us what makes you tick 2. Stand up and shake as many hands as possible – stating your name and why you are here 3. Walking dialogue (see below) or ask people to raise their hands while asking a few energizing questions to get a feel for who is in the room
	10 mins	Introduce the topic of your design thinking challenge and what you hope to get out
	40 mins	Follow a design thinking format (printed) on the basis of which smaller groups will work on your challenge (no rotation) following the flow of sensing/ exploring and gathering insights, brainstorming solutions and prototyping.
	10 mins	Check out – brief check out with two options: <ul style="list-style-type: none"> 1. Each group briefly presents their key insight 3. Session owner briefly describes key take aways (possibly based on short pitches by the smaller groups)

Optional interactive ways to pimp your session

Pecha Kucha

Pecha Kucha is a simple presentation and storytelling format where you show 20 images (slides), each for 20 seconds (6 minutes and 40 seconds total). The images advance automatically, and you talk along to the images. Because Pecha Kucha slides progress automatically, the presenter cannot stop to advance a slide manually or go back to a previous slide. This forces the presenter to practice his or her presentation. A step that many speakers tend to skip when they know they are simply reading slides aloud to the audience ☺.

Mentimeter or Kahoot quiz

These are two online tools that you can download for free on your phone and with which you can make all kinds of quizzes and stimulate interaction with your audience.

Mentimeter: <https://www.mentimeter.com/>

Kahoot: <https://kahoot.com/>

Walking dialogue

This is an energetic and engaging way to start a dialogue.

You ask people to stand up and spread around in the room. You divide the room in two sides (one part is in favor and the other part is against). You can also mark the room with a long line on the floor for example. You read a 'statement' out loud and ask people to take position and walk to that end of the room (being either in favor or against, or neutral by standing in the middle). You can then ask a few people why they chose that position and why they are either against, in favor or have a more neutral position.