

# Roundtable Format

June 2014

## Before The Meeting

Assign someone to make sure everyone gets a printed copy of the questions.

Try to find a newer person to act as Timekeeper. They'll need a timer (or timer app) and must not be too shy to do the job. Dinging people (and watching them try to stop talking) is part of the fun.

## Starting The Meeting

### Welcome

Welcome everyone to the roundtable and thank them for being here. Introduce yourself. Open with a prayer.

Make sure everyone has a copy of the questions. You might appoint someone to handle this important job before and during the roundtable.

Explain that we are here to share our experience and practical techniques, the tools and tricks of the trade. We're not looking for the final, complete answer to everything, just a good assortment of techniques and ideas.

### Explain the format

The meeting will last two hours. We'll have a bathroom & smoke break near the middle.

The list of questions covers \_\_\_\_ major topics. We'll discuss each topic for \_\_\_\_ minutes, and then move on to the next topic. Not everyone may get to talk on every topic, and not every question may get answered. That's okay - everyone is free to continue the discussion after the meeting is over.

To make sure each topic gets off to a good start, we'll open each session with a prepared 4-minute speaker. Then we will go around in order, and each person has a chance to share for up to 2 minutes. You can pass if you like. If you hit the 2 minute mark, our timekeeper will ding you, and your time is up.

If we get all the way around before the time runs out, we may go back around again. (*At the leader's discretion.*) But when we run out of time, that session is over. If you didn't get to speak on that topic, you'll probably get to speak on the next one. And we hope people will continue to share their ideas after the meeting.

Please remember, our goal is to hear a lot of practical information about these topics. So we ask that you try to focus on sharing practical information about the topic, and that you try not to repeat things that have already been said.

The Timekeeper has a tough job, so let's have a round of applause in advance for our Timekeeper today, who is: \_\_\_\_\_

## Sharing Session & Break

*Use worksheet next page. Different roundtables may have different numbers of topics. If there are five topics, for instance, each session is 22 minutes long.*

## Closing

Thank everyone and encourage them to share and USE what they learned here today. Close in a circle with the Responsibility Statement on the wall. Thanks for your service.

## Sharing Session

|                    |  |
|--------------------|--|
| <b>Topic 1</b>     |  |
| Session Start Time |  |
| Session End Time   |  |
| Opening Speaker    |  |
| First Sharer       |  |
| Last Sharer        |  |

*(First sharer for next session is the person after the last sharer for this session.)*

|                    |  |
|--------------------|--|
| <b>Topic 2</b>     |  |
| Session Start Time |  |
| Session End Time   |  |
| Opening Speaker    |  |
| First Sharer       |  |
| Last Sharer        |  |

*(First sharer for next session is the person after the last sharer for this session.)*

|                    |  |
|--------------------|--|
| <b>Topic 3</b>     |  |
| Session Start Time |  |
| Session End Time   |  |
| Opening Speaker    |  |
| First Sharer       |  |
| Last Sharer        |  |

*(First sharer for next session is the person after the last sharer for this session.)*

|                    |  |
|--------------------|--|
| <b>Topic 4</b>     |  |
| Session Start Time |  |
| Session End Time   |  |
| Opening Speaker    |  |
| First Sharer       |  |
| Last Sharer        |  |

*(First sharer for next session is the person after the last sharer for this session.)*

|                    |  |
|--------------------|--|
| <b>Topic 5</b>     |  |
| Session Start Time |  |
| Session End Time   |  |
| Opening Speaker    |  |
| First Sharer       |  |
| Last Sharer        |  |