

World Cafe Table Host Guide

- **Create** a “safe” space for your table guests
- **Focus** conversation on the topic at hand
- **Guide** the conversation to link ideas and patterns
- **Explore** questions at a deeper level
- **Support** your guests to engage in the conversation
- **Allocate** time to each of the questions (and keep an eye on the time)
- **Record** key concepts - and encourage others to write on the paper table cloths.
- **Encourage** guests to move on to the next table swiftly
- **Welcome** new guests to your table, give a quick summary of the discussion so far - provide a basis for your new guests to contribute
- **Present** a summary to the overall group at the end of the session



Café Etiquette

Focus on what matters

Share your thinking

Speak from the heart

Listen to understand and gain insights

Explore deeper questions

Link and connect ideas

Write, doodle, draw- on the paper table cloth !

and... HAVE FUN!!!

