on the table ®

Planning Your Virtual Event

The Day

Consider the following before committing to hosting an On the Table discussion:

- *What is the purpose?*
- *Who are you inviting and why are you asking them to participate in this conversation?*
- *When is the right time for this conversation?*

If an *On the Table* conversation is right for you and your community please note that conversations can take place on May 12th - or any day.

As the host, you should find a date and time that is convenient for you and your guests.

The Guests

The invite list is up to you. Start with people you know – friends, family, colleagues and neighbors – or expand your circle.

Consider inviting people from your network that don't already know each other. According to Priya Parker, author of The Art of Gathering, there are three roles of a host:

1. To connect (guests to each other)
2. To protect (guests from each other)
3. To equalize (guests amongst each other)

Are you able to host your conversation and support your guests in these ways?

The Numbers

Five to ten guests per table is ideal. *On the Table* is about giving everyone a chance to speak and be heard.

If you want to host a larger gathering, consider breaking into smaller groups using virtual breakout rooms and allowing time for each to discuss and report out to the larger group.

Sample Conversation Prompts

To help get your conversation started, we've compiled a list of sample conversation prompts. Here are a few examples to consider:

1. What brought you to the table?

2. What are your hopes for our community, now and in the long term?

3. What does our community need at this time? What can we do individually or collectively to address those needs?

4. What are the opportunities to promote equity and prosperity in our community? How can we collectively and as individuals work together?

Technical Resources

Virtual conversations are enhanced by technically savvy.

Practice before hosting. Consider your background, your attire, your camera and microphone. Think about enhancing your conversation by sharing your screen or using breakout rooms.

This is a non-exhaustive list of free, virtual meeting software you may be interested in using for your virtual *On the Table* conversation:

- Zoom
- House Party
- Duo
- What's App
- Google Hangouts
- Skype
- FaceTime