



KU11

Knowledge Utilization Colloquium 2011

World Café Guidelines for HOSTS

THIS GUIDE FOR 'HOSTS' SHOULD BE READ IN CONJUNCTION WITH THE 'PARTICIPANTS' GUIDE'

In the world-café method there is in actual fact no role of facilitator(!). Instead, the process relies on the maturity of participants, their commitment to the group as a whole and the curiosity for the possibilities for action. However, Café Conferencing requires a considerable amount of practical management in order for it to be successful and to minimize the potential 'chaos' that can ensue! These roles are referred to as **hosts**. In KU 11 we will have two kinds of host – **Overall Hosts** and **Table Hosts**:

- **Overall hosts** (Brendan, Jo, Gill, Kate and Huw) have responsibility for creating the overall ambience of the Café and ensuring that the necessary conditions are created for successful dialoging.
- **Table Hosts** who have responsibility for managing the dialogue in the Café groups.

Both types of host have responsibility to see that the six guidelines for dialogue (see participants guidelines) and engagement are put into action. It is not the specific form, but living the spirit of the guidelines that counts. Hosting a Café requires thoughtfulness, artistry and care. The Café Hosts can make the difference between an interesting conversation and disconnected conversations.

OVERALL HOSTS KEY RESPONSIBILITIES

1. Create a comfortable Café environment.
2. Welcome the participants as they enter.
3. Explain the purpose of the gathering.
4. Pose the question or themes for rounds of conversation and make sure that the question is visible to everyone on an overhead, flip chart or on cards at each table.
5. Explain the Café guidelines and Café Etiquette and post them on an overhead, a flip chart or on cards at each table.

6. Explain how the logistics of the Café will work, including the role of the Table Host (the person who will volunteer to remain at the end of the first round and welcome newcomers to their table).
7. During the conversation, move among the tables.
8. Encourage everyone to participate.
9. Remind people to note key ideas, doodle and draw.
10. Let people know in a gentle way when it's time to move and begin a new round of conversation.
11. Make sure key insights are recorded visually or are gathered and posted if possible.
12. Be creative in adapting the six Café guidelines to meet the unique needs of KU.

TABLE HOSTS KEY RESPONSIBILITIES

1. Welcome people to your table and introduce everyone
2. Do an activity to help everyone enter the space, such as sharing of an image reflecting a feeling, something interesting about one's name etc
3. Pose the question and invite contributions – if it is not the first round of dialogue then you may then ...
4. Ask for a summary of what each person (key insight, thought, reflection) is taking with them from the previous table.
5. Briefly share key insights from the prior conversation so others can link and build using ideas from their respective tables.
6. Remind people at the table to jot down key connections, ideas, discoveries, and deeper questions as they emerge.
7. Encourage participants to doodle, draw, etc using the tablecloth, flip-chart sheets etc.
8. Remain at the table when others leave and welcome travellers from other tables.

