



**Global Brigades Conferences  
- Planning Workbook -**





## Table of Contents

3-4	Components of a Student Leadership Conference <i>Overview</i> <i>Mandatory Components</i> <i>Customizable Components</i>
5	Setting Conference Goals & Objectives
6-7	Creating Your Conference Agenda
8-9	Sample Conference Agendas
10-12	Overview of Conference Expenses
13	Reimbursement Procedure
14-15	Develop a Conference Budget
16-17	Marketing Your Conference
18-19	Develop a Marketing Plan
20	Conference Planning Tasklist
21-25	Facilitation Tools & Techniques





## Components of a Student Leadership Conference

Student Leadership Conferences (SLCs) bring student leaders and volunteers together from several different universities and colleges in your region. By providing the opportunity for students to build connections, share challenges and best practices, and learn about the mission and vision of Global Brigades, students will become better equipped to grow and sustain their chapters, as well as perpetuate the Global Brigades movement.

One of the first steps in your conference preparation should be outlining your conference agenda. Below, we outline the seven components each SLC should include, as well as ideas for how you can customize your event. By utilizing this workbook, you will have a working draft of conference agenda to serve as a starting point for planning your regional SLC.

### Mandatory Components

- **Talking about Global Brigades** – Students will gain a better understanding of Global Brigades’ objectives and goals. By discussing things such as the IDB grant, Sustainable Transitions, and Global Brigades’ Strategic Plan, volunteers will be able to address common critiques of Global Brigades and development work as a whole.
- **Fundraising with Café Holístico** – Set up a Café Holístico pop-up stand at the conference! By understanding the fundraising opportunities Café Holístico provides, students will learn how to utilize coffee fundraisers to support their brigade fundraising efforts and our local community partners.
- **Year Round Engagement** – Global Brigades has a number of opportunities for brigade volunteers to stay involved throughout the year, not just during their brigade. This workshop will highlight Local Initiatives, including GB’s partnership with United Way, the Alumni Network, and much more.
- **Supporting Program Sustainability** - The ability to conduct year-round programming is imperative in order for Global Brigades to achieve the goals set forth in the Sustainable Transition Plan. By breaking down the Annual Chapter Contribution and giving an overview of the program funds, chapters will understand how their fundraising efforts directly support Global Brigades’ year-round health and development efforts . Additionally, attendees will have the opportunity to brainstorm ideas for how their chapters can meet their Annual Chapter Contribution.
- **Programming Highlights** - Hear what the programming teams have been up to throughout and the milestones we were able to reach with the help of volunteers and staff alike.
- **Invite a Guest Speaker** - Invite a professor or an expert in a related field to come and share their work/research with students.
- **Chapter Reflection** – Chapter Leaders and volunteers will have the opportunity to reflect on the knowledge and tools gained during the SLC. They will then create and action plan that incorporates these new skills into goals to improve their chapters for the upcoming year.





## Additional Components

- **Education Initiatives and Brigade Preparation** – Students will learn what they can do in order to prepare for their brigade experience in-country. Highlights include pre-brigade education resources and brigade reflection guides.
- **Fundraising Best Practices** – Volunteers and Chapter Leaders can discuss the fundraisers that have helped them successfully subsidize both individual and group brigade costs.
- **Recruitment Best Practices** – Chapter Leaders can share how to best recruit volunteers for brigades and other volunteer opportunities..
- **Future Opportunities with Global Brigades** – Discuss the opportunities students have to get more involved with Global Brigades, including summer programs and job opportunities.
- **Group Volunteer Activity** – Organize a volunteer event to allow students to bond and give back to the local community.
- **Icebreakers** – Facilitate activities that enable SLC attendees to form connections with students from other chapters and universities.
- **Evening Social Activities** – Take a break and allow volunteers a chance to unwind and get to know one another.
- **Building a Sustainable Community Activity** - Within small teams attendees will construct their version of a sustainable community.
- **A Look into Impact and Evaluation** - Volunteers have the opportunity to reflect and critically evaluate their role in development and the impact they have while on brigade.







## Set Conference Goals

Before focusing on the details, set your big-picture goals for the conference. Work with your core team to identify 3-5 goals you hope to accomplish by planning/hosting an SLC in your region.

*Example: Students will develop a better understanding of how they can support Global Brigades beyond participating in a brigade.*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## Brainstorm Conference Objectives

Setting conference objectives for your Student Leadership Conference (SLC) is a great way to set expectations for what students can learn by participating. Objectives help you quantify your goals and outline the steps you need to take in order to meet your goals.

*Example: Identify two speakers to discuss the Global Brigades budget and the program development funds.*

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## Build Your Conference Agenda

**Step 1:** Decide how many days your conference will be. We highly suggest having a two-day conference during a weekend. Consider whether or not you would like to have activities on Friday evening as well.

**Step 2:** Determine the start time and end time for each day of the conference. Don't forget to factor in time for a lunch break!

**Step 3:** Decide how you want to integrate the mandatory components outlined on page 4. Think about the best way to deliver the information (formal presentation, small group discussions, break out sessions) and how much time you will need per session.

**Step 4:** Customize your itinerary! Feel free to get creative or utilize the suggested components provided. Consider what will be appealing to both volunteers and chapter leaders alike.

**Step 5:** Assign presenters and facilitators for each session. This is a great way to engage members of your conference planning committee and chapter members.

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A variety of methods can be utilized to incorporate each of the components into your conference agenda. Below is an overview of each method and a suggestions for how much time should be allocated. Use the worksheet on the next page to begin creating your conference agenda. Feel free to use the sample itineraries on pages 8-9 for inspiration.

**Breakouts:** Break attendees into a handful of small groups and have them discuss a question or share their best practices (30 minutes per topic).

**Presentations:** Plan a series of short, TED-style talks to create a dialogue around a variety of international development issues (30-60 minutes).

**Guest Speakers:** Appoint a local professional, a professor, or a Global Brigades staff member to present on an assigned topic (30-60 minutes).

Tip: Make sure to build in time to transition between presentations and breakout sessions. Also, don't forget to have 1-2 breaks throughout the day!





## Build Your Conference Agenda – Worksheet

### Day 1:

*Example* - Time: 8:00 – 9:00 AM Description: Breakfast & Check-In

Time: \_\_\_\_\_ Description: \_\_\_\_\_

Time: \_\_\_\_\_ Description: \_\_\_\_\_

Time: \_\_\_\_\_ Description: \_\_\_\_\_

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Time: \_\_\_\_\_ Description: \_\_\_\_\_

Time: \_\_\_\_\_ Description: \_\_\_\_\_

### Day 2:

Time: \_\_\_\_\_ Description: \_\_\_\_\_

Time: \_\_\_\_\_ Description: \_\_\_\_\_

Time: \_\_\_\_\_ Description: \_\_\_\_\_

Time: \_\_\_\_\_ Description: \_\_\_\_\_

Time: \_\_\_\_\_ Description: \_\_\_\_\_





## Sample Agenda #1

### Saturday

**8:00 – 9:00 AM:** Breakfast & Check-In

**9:00 – 9:30 AM:** Welcome & Conference Kick-Off

**9:30 - 10:00 AM:** Icebreaker

**10:00 – 11:00 AM:** Introducing Global Brigades & the Holistic Model

**11:00 – 12:00 PM:** Guest Speaker- Carlos Maradiaga Honduras PH Program Lead

**12:00 – 1:00 PM:** Breakout Session #1- Best Practices

Topics: Fundraising, Volunteer recruitment, professionals on brigade

**1:00 – 2:00 PM:** Lunch

**2:00 – 3:00 PM:** Programming Updates & GB Initiatives

**3:00 – 3:45 PM:** Breakout Session #2 - Educating and Engaging Volunteers

Topics: Pre-brigade preparation, Facilitating Reflection,, Social Media and Brigades

**3:45 – 4:30 PM:** Year- Round Engagement

**4:30 – 5:30 PM:** Supporting Program Sustainability

**5:30 – 6:00 PM:** Panel Discussion/ Q&A

**6:00 – 7:30 PM:** Dinner

**7:30 PM:** Evening Activity (optional)

### Sunday

**8:00 – 9:00 AM:** Breakfast & Café Holístico pop-up stand

**9:00 – 10:30 AM:** GBx Talks

**10:30 – 11:30 AM:** Leadership & Legacy

**11:30 – 12:00 PM:** Individual Chapter Reflections & Action Plans

**12:00 - 12:30 PM:** Closing Remarks







## Sample Agenda #2

### Friday

**5:00 – 6:00 PM:** Arrival & Registration

**6:00 -8:00 PM:** Optional Group Dinner

### Saturday

**8:00 – 9:00 AM:** Check-in and Breakfast

**9:00 -9:15 AM:** Welcome & Conference Kick-off

**9:15-9:45 AM:** Icebreaker

**9:45-10:15 AM:** Global Brigades and the Holistic Model

**10:15-11:00AM:** Supporting Program Sustainability

**11:00-12:00 PM:** Breakout Session 1 - Best Practices

Topics - Fundraising, Volunteer recruitment, professionals on brigade

**12:00-1:00 PM:** Lunch

**1:00 PM-2:00 PM:** Guest Speaker - Dr. Jones from the School of Public Health

**2:00-2:45 PM:** Breakout Session 2 - Reflection and Critical Thinking

Topics - Common Critiques of GB, Social Media on Brigade

**2:45-3:30 PM:** Program Updates & GB Initiatives

**3:30-4:30 PM:** Building Your Sustainable Activity Exercise

**4:30-5:30 PM:** Panel Discussion/ Q&A w/ Global Brigades Advisor

**5:30-7:30 PM:** Group Dinner

**7:30 PM:** Evening Activity (optional)

### Sunday

**8:00 – 8:45 AM:** Breakfast

**8:45 - 9:30 AM:** Guest Speaker - Dr. Smith from the Global Studies department

**9:30-10:00 AM:** Promoting Volunteer Engagement

**10:00 - 12:00 PM:** Volunteering w/ Local Free Clinic





The expenses involved in hosting a Global Brigades conference will vary from one event to the next. A few variables to consider are the number of attendees, the amount of food you are able to have donated for the event, and on-campus relations of the host university. Below is a list of expenses associated with conferences and how to minimize your out of pocket expenses.

### **Registration Fees**

**FREE!** In order to include the most students possible, we recommend charging little to nothing to attend the conference.

**\$** In case your chapter is struggling with the cost of the conference, it's reasonable to ask attendees to pay a small amount to help cover expenses. A small charge, along the lines of \$5-\$15 per person, should assist with this without deterring people from attending. However, this should be made clear to attendees when registering up for the conference.

### **Facilities**

**FREE!** As a recognized club at your university, it's likely that your chapter has access to free facility rental on campus. Utilize this! Just as you would reserve a meeting space for your regular chapter meetings, reserve a large room or block of rooms for the conference.

**\$** Some universities charge extra for use of AV equipment. Check in with your university when you are booking rooms to see if there are any usage fees.

### **Attendee Travel To & From Conference**

**\$** Your Chapter Advisor will help you set the expectation that all conference attendees are responsible for their own transportation to/from the conference. If students are traveling long distances, all the more reason to provide them with food and accommodations at little to no cost, if possible.





## Accommodations for Attendees

**FREE!** Ideally, generous Global Brigades volunteers on your campus (or neighboring campuses, if you are in a major city) will provide housing for all out-of-town guests. If needed, your Chapter Advisor can even help you reach out to nearby chapters to request housing.

**\$** Otherwise, you and your Chapter Advisor can look into inexpensive hostel or hotel options for your guests and ask them to cover their own accommodations.

## Meals & Snacks

**FREE!** Many host chapters have had great success soliciting donations from local vendors for breakfasts and lunches during conferences. Restaurants such as Chipotle and Panera are historically very generous to non-profit organizations with in-kind donations. Don't be shy about reaching out to local restaurants and grocery stores for food donations as well. As your Chapter Advisor to provide you with Global Brigades' tax ID number to use for this purpose.

**\$** If your chapter is able to provide dinner for your attendees, terrific! Otherwise, you can set the expectation that students pay for their own meal, even if the group dines out together.

## Conference Merchandise

**\$** You can choose to sell conference merchandise in order to offset some expenses. Common conference merchandise includes a t-shirts/tank tops, travel mugs, etc.

**FREE!** You may choose to include the conference merchandise within each registration fee and increase the registration fee by a small amount.





## Global Brigades Guest Speakers

\$

You can request for a representative from one of Global Brigades programming teams to attend and present at your conference; either select this option on the Conference Host Form or notify your Chapter Advisor that you are interested. Since the Global Brigades representative is traveling from Central America, you will may be asked to cover a portion of their travel expenses.

**FREE!**

As a recognized student organization on your campus, it's likely that your chapter has access to travel funding for guest speakers. Your Chapter Advisor can help provide guidance on finding and applying for these funding opportunities.





## **Chapter Reimbursement Policy for Conference Expenses**

To support your SLC planning efforts, Chapters that have been approved by a Chapter Advisor to host a Global Brigades conference may be eligible to receive reimbursement for approved expenses up to \$500 per conference. **To be eligible to receive the reimbursement chapters must have at least 75 registrants from 5 different campuses.** Please consult with your Chapter Advisor prior to purchasing any items you hope to have reimbursed, to ensure that the item is eligible for reimbursement. Receipts must be provided for all items and under no circumstances can we reimburse for alcohol. All reimbursements can only be reimbursed via ACH (direct deposit), not check.

### **Items eligible for reimbursement**

- Food & Drinks (not alcohol)
- Food supplies (plates, utensils, napkins, cups, etc.)
- General Supplies (name tags, pens, notepads, markers, etc.)
- Printing (signs, agendas, handouts, etc.)
- Conference apparel (t-shirts, hats, etc.)
- Conference freebies (stickers, pens, etc.)

### **Receipts Instructions**

- A receipt for each item must be provided as a scanned document (scans only, no phone images).
- Receipts must be itemized (the receipt must list all the individual items purchased from the restaurant or vendor).
- Receipts **cannot** include personal items in the same receipt (for example, if you're at the store and want to purchase personal items as well, you must ring these up as a separate transaction at checkout). Any receipts that include personal items cannot be reimbursed.

### **How to Submit Your Reimbursement**

1. Contact your Advisor to receipt a 2017 GB Conference Reimbursement Template and Global Brigades Deposit Authorization Form.
2. Fill out the Reimbursement Template with your applicable expenses (deleting the example item).
3. Fill out the Deposit Authorization Form with your banking information for the direct deposit reimbursement.
4. Scan copies of your receipts (by scanner not phone image) as individual documents.
5. Email your reimbursement form, deposit form and all receipts to your Chapter Advisor for review and reimbursement.
6. Mail the hard copies of your receipts to:

Global Brigades | 220 2nd Ave South | Seattle, WA 98104







## Developing a Financial Plan

The expenses involved in hosting a Global Brigades Conference will vary from one event to the next. A few variables to consider are the number of attendees, the amount of food you are able to have donated for the event, and any on-campus support the host university. Review the Global Brigade Conferences Budgeting Guide to learn more about the different expenses associated with conference. Utilize this information to develop a financial plan to help you minimize the out-of-pocket costs of hosting a conference.

### Determining Registration Fees

Goal # of attendees: \_\_\_\_\_  
Proposed registration fee: x \$ \_\_\_\_\_  
Estimated income from registration fees: = \$ \_\_\_\_\_

### Securing Lodging and Conference Rooms

Which resources on your campus can you use to determine how to secure event space?

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How can you facilitate attendee lodging with local hosts?

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Which local vendors near your campus might provide in-kind donations of meal and beverages?

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Which resources on your campus can you use to determine if you can get university grants/honoraria/funding for guest speakers?

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### Identifying Merchandise Costs

List the types of merchandise and proposed price of each item you plan to sell? (Price = \$0 if giving away for free)

Item: \_\_\_\_\_ Price: \_\_\_\_\_  
\$ \_\_\_\_\_

Item: \_\_\_\_\_ Price: \_\_\_\_\_  
\$ \_\_\_\_\_

Item: \_\_\_\_\_ Price: \_\_\_\_\_  
\$ \_\_\_\_\_

Item: \_\_\_\_\_ Price: \_\_\_\_\_  
\$ \_\_\_\_\_

Item: \_\_\_\_\_ Price: \_\_\_\_\_  
\$ \_\_\_\_\_

### Assigning Tasks

List out the necessary tasks for securing conference event space, food, lodging, etc. and assign a member of your team to each task.

*Example - Task: find event space & cost Leader Name: Jerry*

Task: \_\_\_\_\_ Leader Name: \_\_\_\_\_

Task: \_\_\_\_\_ Leader Name: \_\_\_\_\_

Task: \_\_\_\_\_ Leader Name: \_\_\_\_\_

Task: \_\_\_\_\_ Leader Name: \_\_\_\_\_

Task: \_\_\_\_\_ Leader Name: \_\_\_\_\_





## Marketing Your Conference – Communication Channels



### Social Media

Create a Facebook event for your conference. Be sure to include helpful details in the event description like a tentative itinerary, if food/snacks will be provided to attendees, and a link to register.



### Club Meetings & Word of Mouth

In-person meetings are great for building interest around your event. Talk about the big picture, why this is an important event, and why club members should be excited to attend, and how they can get involved in planning/hosting the SLC.



### Email Listservs

Using a variety of communication outlets is necessary to catch the attention of those that may be unable to make it to a club meeting or do not have a Facebook account. Create a short blurb to include periodically in emails leading up to the event. Be sure to include a link register for the event.



### Partnerships

Identify which chapters at other campuses can help you promote your conference. Depending on your intended conference audience, you can also identify on-campus organizations or local businesses whose interests align with GB to promote your conference.



### Canvassing

Depending on your intended audience, canvassing can be a great way to promote your conference. Assemble a team and paint the town with your flyers!





## Steps to Promote Your Conference

### Step 1: Develop Content

How you communicate via email should be different than how you promote an event on Facebook. Be sure to cater your message appropriately to each communication channel you use.

### Step 2: Announce Your Event

If you're announcing your event very far in advance, there's no need to have participants register immediately. You can begin with a simple "save the date" campaign. Important details to include are the event location and a rough idea of what items (food, lodging, etc.) will be provided.

### Step 3: Schedule Promotion

How often do you need to communicate with your audience between your initial announcement and the date of the event? Be sure to coordinate event promotion with partner chapters/campuses.

### Step 4: Host Your Event!

Have fun! Take some great photos, document key takeaways, or even live-tweet the event for anyone who was unable to attend. Create an event hashtag and encourage attendees to share pictures and updates throughout the event. Don't forget to tag Global Brigades in all of your posts!

### Step 5: Follow-Up

What types of information will you share with your audience after the event? Conference notes/takeaways are always great. If a particular involvement opportunity was promoted during the conference, follow up with some action steps.





## Developing a Marketing Plan

Your proposed conference date: \_\_\_\_\_

Your proposed conference announcement date: \_\_\_\_\_

Who is your target audience? Just GB members? GB alumni network in your area? Faculty/professionals in related fields? Will you open it up to interested students that are not members of GB yet? Make a list.

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Which social media platforms will you use to promote your event? Be specific. (Example – UCLA Medical Brigades Twitter)

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What are the other campuses or organizations you can partner with to promote your conference?

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Identify a few of the top advertisers/promoters in your conference hosting team? Does anyone in your team study or express interest in writing/communications, photography/videography, social media, etc.?

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### Assigning Tasks

List out the necessary tasks for marketing your conference and assign a member of your team to each task.

*Example - Task: create a conference announcement email template Leader Name: Max*

Task: \_\_\_\_\_

Leader Name: \_\_\_\_\_

Task: \_\_\_\_\_

Leader Name: \_\_\_\_\_

Task: \_\_\_\_\_

Leader Name: \_\_\_\_\_

Task: \_\_\_\_\_

Leader Name: \_\_\_\_\_

Task: \_\_\_\_\_

Leader Name: \_\_\_\_\_





## Conference Planning Tasklist

Although the planning timeline differs conference to conference, this task list will help make sure that the major tasks get done in time for the big event. Feel free to add additional deadlines to help you stay on-track!

Suggested Deadline	Description
3-4 months in advance	Set the conference dates and register the conference with Global Brigades using the Conference Host Registration Form .
2-3 months in advance	Reserve the room(s) you plan to use for the conference. <i>Tip - Make sure the room you select has an AV system and can hold around 150 people</i>
2-3 months in advance	Create conference registration form ( <a href="#">see template</a> ) and begin to market your conference.
1-2 months in advance	Reach out to local vendors to secure food donations
1-2 months in advance	Identify presenters and facilitators
1-2 months in advance	Craft your conference agenda
1-2 months in advance	Identify chapter members who would be willing to host conference attendees from out-of-town (See <a href="#">Overnight Host Signup Form</a> Template)
2-3 weeks in advance	Finalize conference agenda
2-3 weeks in advance	Create conference welcome packet and send to all conference registrants
1-2 weeks in advance	Meet with facilitators and presenters and go over their assigned material
1-2 weeks in advance	Confirm room reservation(s), food donations, and attendee accommodations





## Facilitation Tools & Techniques

Good facilitation is key to running a successful group discussion or breakout session at your conference. Below are four facilitation techniques you can use to provide structure to reflections and conversations.

- **1-2-4-All** – Students come together to generate ideas, questions, and suggestions about the brigade planning process.
- **Impromptu Networking** – Students build connections with fellow GB leaders and volunteers by sharing brigade experiences, the importance of Student Leadership Conferences, or the ups and downs of brigade planning.
- **Conversation Café** – Students work together to address complicated issues surrounding brigade preparation, international development, and much more.
- **What, So What, Now What (W<sup>3</sup>)** – Students reflect on their brigade experience and discuss what improvements can be made by the chapter.

Each facilitation technique is adaptable depending on the content of your discussion. Utilize co-facilitators during your session to help moderate conversations. However, make sure your team of facilitators practices their techniques before the conference to ensure everyone is comfortable with the timing, content, and methods for facilitating these sessions.

To learn more about facilitation techniques, contact [conferences@globalbrigades.org](mailto:conferences@globalbrigades.org) or your Chapter Advisor.





## 1-2-4-All

**Overview:** Allows all participants to engage in conversation, regardless of group size. Challenges faced throughout the brigade planning process can be addressed and solutions can be shared in a concise and organized manner.

**Time Needed:** 20-30 minutes

**Space Needed:** Room large enough to have pairs and foursomes work face-to-face. Tables and chairs are optional.

**Materials Needed:** Paper or Laptop for note taking

### Instructions:

1. Individuals reflect silently on the shared challenge the facilitator presents (e.g. What ideas or actions do you recommend to address the challenge?, How would you handle this situation?) 2-3 minutes
2. Each person finds a partner. With their partner, each person shares the ideas they wrote down and together they build off these ideas. 3-5 minutes
3. Each pair finds another pair to work with. Together, the 4 group members share ideas they have been discussing, and look for similarities and differences between them. 5-7 minutes
4. Bringing the whole group back together. Each foursome will then share one idea or solution from their conversation with the rest of the group. Repeat as necessary. (Facilitator's Note – It's a good idea to write down the take-away each group presents so they can be shared with the group later.) 10 – 15 minutes

### Tips:

- For larger groups, limit the number of shared ideas to 3 or 4 per group
- Encourage groups to share insights without repeating ideas





## Impromptu Networking

**Overview:** By using engaging and thoughtful questions, attendees are able to build connections with one another. Whether it is sharing expectations for the event, or discussing challenges they are facing as a volunteer, attendees are able to come together and discover commonalities and provide solutions.

**Time Needed:** 20-30 minutes

**Space Needed:** Open room for pairs to sit or stand

**Materials Needed:** None

### Instructions:

1. Each person finds a partner. Students should work with someone from a different school or chapter.
2. Ask a question. Below are sample questions that you can use. Each person in the pair will have time to answer. (5-7 minutes per round)
3. Once time is up, instruct students to find a new partner
4. Repeat 2-3 times

### Suggested Questions:

- Why did you choose to attend this SLC? What do you want to learn from being here?
- What unique perspectives do you bring? What is your background with Global Brigades?
- Why did we all come together for this SLC? What do you hope to learn from your fellow SLC attendees?
- What is the biggest challenge you face as a chapter leader, volunteer, or Campus Chairperson

### Tips:

- Use a combination of questions to promote variety in conversations.
- Adjust the number of rounds depending on how many people are present and how much time you have available. Do not do less than 2 rounds.
- Great to incorporate into beginning of the SLC or of a workshop
- Make sure questions are open ended, but not too broad.







## Conversation Café

**Overview:** Students have the opportunity to engage in profound conversations about main obstacles that prevent successful brigade planning, issues surrounding international development, and more. Within small groups, students will engage in several rounds of dialogue, ultimately ending with clear action steps that can be utilized to address the issues discussed.

**Time:** 60-90 minutes

**Space Needed:** Large, open area for several groups of 5-7 to gather. Chairs and tables recommended.

**Materials Needed:** Paper or laptop for note taking, talking objects

### Instructions:

1. Split attendees into groups of 5-7. Make sure there is at least 1 co-facilitator in each group to moderate conversation.
2. Ask a question or present a challenge. Instruct groups to discuss. Groups should utilize talking objects to ensure only one person is speaking at a time. Others in the group should listen actively.
3. Go through 4 rounds of discussion. Each round should go deeper than the previous round
  - a. Round 1 and 2 - Discuss personal reactions to the challenge.
  - b. Round 3 - Discuss how you can address the challenge.
  - c. Round 4 - Discuss action steps/ takeaways.

### Tips:

- Use the talking objects to prevent people from talking over each other.
- Let conversation flow freely. However, the co-facilitator can redirect conversation if it gets off topic.
- Great way to tackle complicated issues while giving students the opportunity to hear many different perspectives





## What? So What? Now What? (W<sup>3</sup>)

**Overview:** Volunteers and Chapter Leaders can reflect on shared brigade experiences and how things can be improved for future brigades. Facilitators present the problem, and together the group works toward a solution(s).

**Time:** 15-35 minutes

**Space Needed:** Room for groups of 5-7 to meet

**Materials Needed:** Paper or laptop for note taking

### Instructions:

1. Split attendees into small groups of 5-7 people. Make sure there is a facilitator for each small group.
2. Once groups are assigned, facilitators ask “What” question (e.g. What happened, what did you notice, what observations did you make?) 2-3 minutes
3. Individuals discuss observations with assigned small groups (3-7 minutes)
4. Repeat steps 2 and 3 asking “So what?” (i.e. Why is this important?) and “Now what?” (i.e. What can we do moving forward? List action steps.)
5. Once every group completes all 3 stages, all groups come together and discuss salient points and take-aways.

### Tips:

- If there are less than 12 people present, group debriefs can be done in large groups.
- Avoid repeating points during group discussions.
- Facilitators can redirect conversation if groups try to jump to a later stage in the process or if the conversation gets off topic.
- Provide example answers in case a group gets stuck.

