



Bring your citizen participation event to the next level!  
Be inclusive, deliberative, effective!

#TheFutureIsYours

#EUlocal



## Workshops for process facilitators and moderators



BertelsmannStiftung

09:50 – 10:00	Onboarding and technical check	
10:00 – 10:10	Welcome and introduction	Anna Renkamp and Christian Huesmann
10:10 - 10:50	<b>Designing and conducting the dialogues and panels</b> <ul style="list-style-type: none"> <li>• The core elements and quality principles of deliberation</li> <li>• Choice of topics, questions and tasks for citizens</li> <li>• From familiarizing to concrete proposals: The five steps for a simple and elaborated structure</li> <li>• Diversity of citizens, choice of topics, composition of the small groups</li> <li>• Deliberation, Role of experts, involvement of politicians: Getting to know different Methods</li> </ul>	Anna Renkamp
10:50 – 11:15	Work in small groups: Discussion of appropriate methods for the dialogues Followed by Q&A	Anna Renkamp
11:15 – 11:25	Break	

<b>11:25 – 11:40</b>	<b>Technical details and interpretation</b> <ul style="list-style-type: none"> <li>• Planning and conducting online dialogues: Technical details, technical requirements</li> <li>• Multilingual dialogues: technology, interpretation, specials for on-site and online</li> </ul>	<b>Christian Huesmann</b>
<b>11:40 – 11:50</b>	<b>Commitment of politicians and involvement of the wider public</b>	<b>Anna Renkamp</b>
<b>11:50 – 12:05</b>	<b>Documentation and reporting</b> <ul style="list-style-type: none"> <li>• Reporting and documentation for the European level</li> </ul>	<b>Anna Renkamp</b>
<b>12:05 – 12:20</b>	<b>Random selection</b> <ul style="list-style-type: none"> <li>• Practical advise and overview of the collection of materials</li> <li>• Q&amp;A session</li> </ul>	<b>Christian Huesmann</b>
<b>12:20 – 12:50</b>	<b>Training for moderators</b> <ul style="list-style-type: none"> <li>• Core principles for moderation</li> <li>• Different moderation roles</li> <li>• Tasks and methods for the moderation of small groups</li> <li>• Discussion in small groups: pros and Cons of external vs internal moderations staff</li> </ul>	<b>Christian Huesmann</b>
<b>12:50 – 13:00</b>	<b>The role of evaluation</b>	<b>Anna Renkamp and Christian Huesmann</b>
<b>13:00h</b>	<b>Closing remarks</b>	<b>Anna Renkamp</b>