

The World Café



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Loredana Alfare' - UNCEM





Advantages:

Good knowledge of the project  
Clear aim  
Knowledge of the environment (?)

**If you are the facilitator:**

Disadvantages:

No experience as facilitator  
Technical vision and approach  
Technical terminology





**If the facilitator is an external expert:**

- Advantages:
- He knows how to build up the atmosphere
  - How to manage possible conflicts
  - How to formulate questions, encourage links and connections

- Disadvantages:
- He is not familiar with the topic
  - He does not know the problems (depending on background situation)



The World Café



# SUGGESTIONS

Choose a facilitator who knows the area and if possible is known in the region

Explain the project to him/her in a simple way, avoiding technical details.

Be clear in what is the workshop aim and the results you want to achieve

Support him/her in preparing the workshop





## WHY WORLD CAFÉ METHOD?

Starting from the assumption that our stakeholders are not very motivated to attend the meeting having not been involved before and used as test, other ordinary approaches would not be attractive. The informal atmosphere can help them to participate in an active way.

Cafes in business have been named in many ways to meet specific goals: leadership cafes, marketing cafes, Strategy cafes etc. For our project we could title it: **Diamond cafe'.....or Alpine café?**



# WORLD CAFÉ METHOD

The environment is set up like a café, with tables for four, tables covered by paper tablecloths, some colored pens and refreshments. People sit four to a table and have a series of conversational rounds lasting 15 minutes about one or more questions. At the end of each round, one person remains at each table as the host, while each of the other three travel to separate tables. Table hosts welcome newcomers to their tables and share the essence of that table's conversation so far. The newcomers relate any conversational threads which they are carrying -- and then the conversation continues, deepening as the round progresses. At the end of the each round, participants move on to other tables for one or more additional rounds -- depending on the design of the Café. In subsequent rounds they may explore a new question or go deeper into the original one. After each round (or more), the whole group gathers to share and explore emerging themes, insights, and learnings, which are captured on flipcharts or other means for making the collective intelligence of the whole group visible to everyone so they can reflect on what is emerging in the room.



# PREPARATION PHASE 1

- ☀ Identify the key stakeholders, make a list and contact them in order to see their interest and availability
- ☀ Once you have the stakeholders list prepare a project abstract containing only the most important information and underline the importance for their region and themselves to attend the workshop

## **The paper must contain:**

- ✓ Project details (title, duration, partnership)
- ✓ Objectives: general (Alpine Convention) and specific for the region
- ✓ Context analysis results (summary)
- ✓ Why we need their opinion (enhance strongly this aspect!)
- ✓ What will be the concrete result of this cooperation



## PREPARATION PHASE 2

- ☐ Before the workshop organize an individual meeting with the stakeholders, submit the paper and invite them as to an unconventional meeting
- ☐ Inform them about the other participants and explain that their contribution will be highlighted in the newsletter, report, etc.
- ☐ Explain briefly that it is not the usual meeting and that there will be a brunch ....







## WORKSHOP ORGANIZATION

It is essential to create an environment that evokes a feeling of both informality and intimacy. When stakeholders arrive they must know immediately that this is not an ordinary meeting!

If possible select a space with natural light and outdoor view

Place small tables that seat 4-5 people. Less than 4 may not provide enough diversity of perspectives, more than 5 limits the amount of personal interaction.

Use colorful tablecloths, place at least 2 large sheets of paper over each tablecloth along with a mug filled with colorful markers and a set of colored cards. Paper and pens encourage drawing, scribbling and connecting ideas.



## WORKSHOP ORGANIZATION

Add a small table for the material.

Consider displaying flip chart on the walls

To honor the tradition of community and hospitality provide beverage and snacks!



## CAFE SUPPLIES 1

- Small tables
- Enough chairs for participants and presenters
- Colorful tablecloths
- Flipchart paper or paper placements for covering the tables
- Colored water based markers. For legibility use dark colors (green, blue, black). Add 1 or 2 bright colors to the cup (red, orange, light blue) for adding emphasis
- A mug for markers in each table
- Colored cards
- A side table for drinks and refreshments



## CAFE SUPPLIES 2

- Flipchart paper for making collective knowledge visible and tape for hanging
- Flat wall space for posting collective work and work of the tables
- Beamer and screen



## INTRODUCTION

- The presentation of the project must take not more than 15 minutes, use simple words avoiding technical terminology. Focus the presentation on aspects which can be of interest for stakeholders, point out the added value for them in participating to the event. Emphasize the help provided by experts in proposing different scenarios for conflict resolution in the second workshop or in a possible follow-up of Diamont to be implemented in the test region or in best practice transfer....
- Underline that their opinion is crucial for the project and that you will provide them with a paper containing the 1<sup>st</sup> WS results and anticipate what will happen in the 2nd WS.
- The documents concerning the test region (context analysis, WS minutes, conflict resolution proposal will be given to them in national language. (CONCRETISATION)



## HOW TO MANAGE

- The facilitator now explains how the logistic of the café will work, including the role of the table host.
- Pose the question for rounds of conversation and make sure that the question is visible to everyone (flipchart)
- During the conversation the facilitator will move among tables encouraging everyone to participate.
- At the end of each round the papers will be put on the walls and a speaker will explain results to the whole group.
- At the end of the first 2 rounds there will be the coffee break; in this period the facilitator and other 2 persons will prepare on a computer slide a table (prepare the matrix before) with the first results and the priorities assigned by stakeholders. Idem at the end of the 5th round.



## DIAMONT CAFÉ PROCESS

- Set 4-5 people at small café tables (minimum 3 tables)
- Set up progressive round of conversation of 10-15 minutes each
- Upon completing the first round of conversation, ask one person to remain at the table as the “host”. In the meantime ask a person (chosen by each table) to present results in a whole group conversation. At this point the others change table. This procedure will be applied for each round.
- Ask the table host to welcome the new guests and briefly summarize main ideas, topics and answers on the initial conversation visualized on the table. Encourage new guests to link and connect to these initial ideas.
- Table host summarizes in one sentence the discussion, writes keywords of this sentence on the card and pins the card on the table
- In the 5<sup>th</sup> round of conversation you should have completed the set of instruments.









# EXAMPLES

ESPO N

EUROPEAN SPATIAL PLANNING  
ORGANISATION NETWORK

## ESPON YoungStars Seminar Introduction Workshops

Workshop Topics  
World Café  
Workshop questions

ESPO N

## Workshop Topics

- **Workshop 1**  
Polycentric Development
- **Workshop 2**  
Spatial Governance
- **Workshop 3**  
Territories between Competitiveness and Sustainable Development

## Workshop Questions

### Workshop 1 - Polycentric Development

- Is polycentricity a valid objective for territorial development?
- Is polycentricity a planning concept or a political project?
- What is the role of Europe in the promotion of polycentricity?

### Workshop 2 - Spatial Governance

- Which actors need to come together for achieving polycentric development and rural-urban partnership?
- How to be best support good spatial governance?
- Are there difference in governance cultures in Europe?

### Workshop 3 - Between Competitiveness and Sustainable Development

- How do polycentric development and rural-urban partnership relate to competitiveness and sustainable development?
- How can "territory" contribute to strengthening European sustainable competitiveness?
- Actors at which territorial level should deal with what ...?



## QUESTIONS

Well crafted questions attract energy and focus our attention to what really counts. Pose open-ended questions the kind that don't have yes or no answer.

Start the event with a “general question” (e.g. what is your ideal town development)?

A powerful question

- Is simple and clear
- Is thought provoking
- Generates energy
- Focuses inquiry
- Surfaces unconscious assumptions
- Opens new possibilities



## TABLE HOST

- ◆ Remind people at your table to jot down key connections, ideas discoveries, opinions as they emerge
- ◆ Remain at the table when others leave and welcome travelers from other tables
- ◆ Briefly share key insights, ideas and topics from the prior conversation so others can link and build using ideas from their respective tables.

A white ceramic coffee cup filled with a dark liquid, resting on a matching white saucer. A silver spoon is placed on the saucer to the left of the cup. The background is a soft, warm gradient of light brown and beige, creating a cozy atmosphere. The text "THANKS FOR YOUR ATTENTION AND PATIENCE!" is overlaid in the center of the image in a bold, dark brown font.

**THANKS FOR YOUR ATTENTION AND PATIENCE!**