

CO-CREATE DIALOGUE FORUM GUIDEBOOK



TABLE OF CONTENTS

How to get the most out of this Guidebook

Introduction

What is a Dialogue Forum?

Why was it created?

When and where can you use it?

Who is it for?

Why is it useful?

Who is needed to execute a Dialogue Forum?

Plan

Select your idea

Set clear objectives

Invite your participants

Inform your participants

Train your moderators

Logistics: seven tips to make your Dialogue Forum a success

Checklist

Discuss

The Dialogue Forum experience

Dialogue Forum day: what to do

Checklist

The physical Dialogue Forum tool

The digital Dialogue Forum tool

Act

Bridging discussion with action

Accountability

How to sustain momentum after your Dialogue Forum

Communication & dissemination

Moderator guide

What is the role of a moderator?

Who can be a moderator?

Moderator cards and materials

Troubleshooting tips & tricks

What's Next

Appendix A

Invitation template

HOW TO GET THE MOST OF THIS GUIDEBOOK

Who is this guidebook for?

This Guidebook has been written for anyone who wants to organise or learn about a Dialogue Forum (Dialogue). It provides practical guidance on how to plan, execute and follow-up on a Dialogue.

How do you use this guidebook?

The Guidebook contains three chapters – Plan, Discuss, Act – corresponding to the three stages of a Dialogue Forum. Each section provides a description of the stage, as well as the steps needed to execute it.

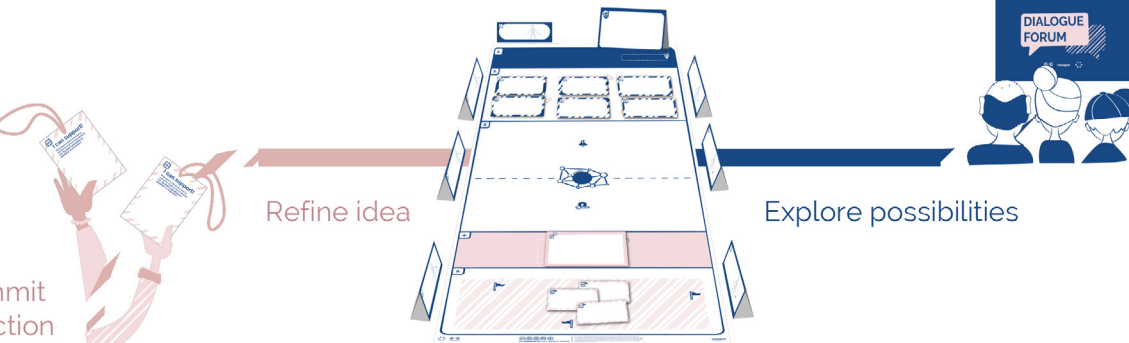
These steps are intentional and integrated, meaning they should be followed to ensure a safe and inclusive space for dialogue. The Discuss chapter also contains a detailed description of both the physical and digital Dialogue Forum tools.

For guidance on moderation, please see the moderator section.

The Journey

Stage 1

PLAN



Presentations and introductions

Stage 2

DISCUSS

Stage 3

ACT



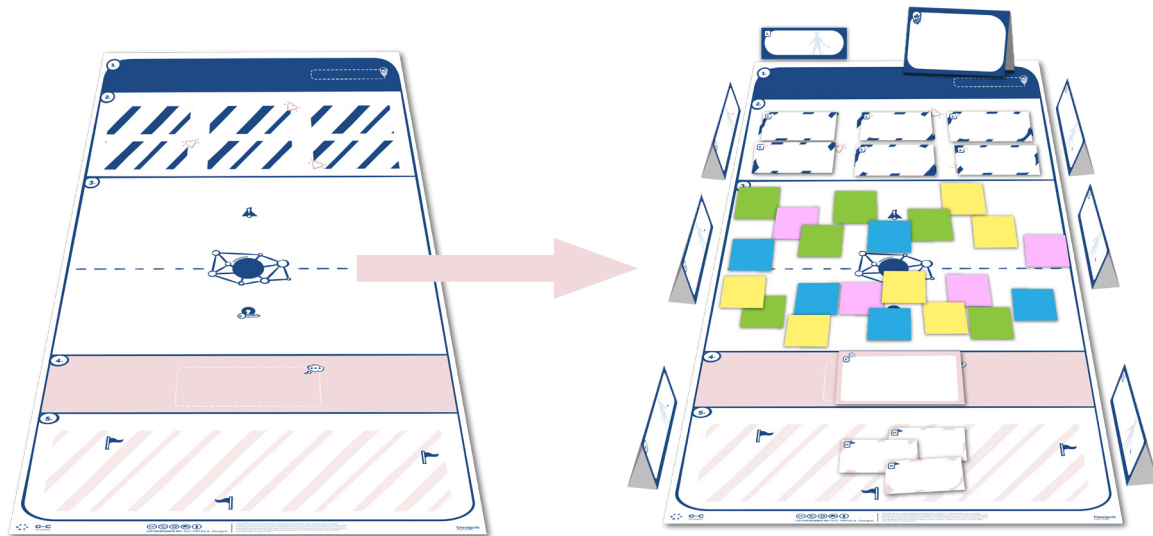
INTRODUCTION

What is a Dialogue Forum?

A Dialogue Forum is an inclusive space for dialogue and co-creation across generations and sectors. Using a free canvas and a five-step process, participants are enabled to **connect** with others, **discuss** an idea or intervention and **collaborate** on action. More details on these steps are included below.

The tool is available as both a digital and physical canvas, which makes it universally accessible across locations and time zones. The Dialogue Forum tool begins as a blank canvas and is populated with text, drawings, and post-its as you move through the discussion. This allows participants to be a part of and see the evolution of the conversation, as well as be reminded of the contributions of others, which can produce a more informed discussion and concrete outcomes.

Dialogue Forums are designed to facilitate an in-depth and intimate discussion. That is why each table can accommodate up to a maximum of six participants and one moderator. If you want to engage more participants, you can use multiple tables (physical) or breakout rooms (digital). This means that you can scale the Dialogue Forum event to any size.



How long is a Dialogue Forum?

The ideal Dialogue Forum is 1.5-2 hours long. This time gives all participants the opportunity to get to know each other, and the space to contribute equally, and explore the idea or issue in-depth.



Why was it created?

The Dialogue Forum was created to facilitate policy discussions among youth, policymakers, and business representatives in the CO-CREATE project. CO-CREATE is an EU Horizon 2020 project which aims to educate and empower youth to develop policy solutions to build healthy food and physical activity environments. As part of the policy development process, young people were invited to plan and participate in Dialogue Forums to help refine their ideas and identify actions. Through CO-CREATE, 20 Dialogue Forums were held at the local, national and international levels. The Dialogue Forum tool and Guidebook are based on the learnings of these 20 Dialogues and the experiences of participants from around the world. To learn more about the CO-CREATE project, visit [here](#).

When and where can you use it?

Both a physical and digital Dialogue Forum tool have been designed to ensure a Dialogue Forum can be held anytime, anywhere. The Dialogue Forum is most useful when you have an idea, policy or intervention and want to include the perspectives or insights of those it affects, and collectively take action to address it.

Who is it for?

The Dialogue Forum was designed to connect participants across ages, sectors and geographies, with a focus on intergenerational dialogue. The tool was designed to promote youth inclusion and leadership in decisionmaking. While anyone can organise or attend a Dialogue Forum, the target audience is:

- **Young people or youth organisations** looking to engage decisionmakers to increase awareness and action on an idea.
- **Decisionmakers** (policy, private sector, experts, etc.) who are looking to engage and meaningfully involve young people in the design, implementation or evaluation of interventions.

To ensure youth participation is meaningful, young people should make up at least 50% of total participants.



Key terms and definitions



Youth

The United Nations defines youth as persons between 15 and 24 years of age.

CO-CREATE

CO-CREATE is an EU Horizon 2020 project that aims to reduce the prevalence of obesity among adolescents in Europe through policy actions to promote a healthier food and physical activity environment.

Youth engagement

The active, empowered, and intentional partnership with youth as stakeholders, problem solvers, and change agents in their communities.

For more visit: [Youth Engagement in Development: Effective Approaches and Action-Oriented Recommendations for the Field. USAID. January 2014.](#)

Why is it useful?

The Dialogue Forum is **accessible**:

1. it is available free as a downloadable package,
2. can be held in-person or online (eliminating the costs and logistics associated with an event), and
3. can be translated into your native language.

To access a translatable version please email samantha@eatforum.org.

The Dialogue Forum **simplifies moderation**: there is no need to hire a professional moderator for your next workshop or event, the moderator cards in the tool offer simple and easy-to-follow instructions and visuals to guide participants through each step. This role can also be shared amongst participants.

The Dialogue Forum helps **structure and capture a conversation**: the five-step process allows you to bring an idea to the table and leave with concrete and measurable actions and next steps. By inviting participants to write or draw their contributions on the canvas, you capture the key points of a discussion, which makes it easier to follow-up or report on.

Meaningfully engage youth: youth are incredible catalysts for change, yet, are often excluded from decisionmaking processes that affect them. This tool, designed with and for youth, can help facilitate engagement and ownership by providing young people with a tangible tool to engage decisionmakers.

Value of co-creation: quite often, people who are directly affected by certain issues understand its challenges and how best to solve them. An idea is more impactful and relevant when it is co-created with those affected by it. Participation also enables citizens to influence the actions and decisions affecting their lives, creating a sense of ownership. This tool promotes co-creation through each step of the discussion.

Who is needed to execute a Dialogue Forum?

- **Moderators**: guides participants through the activities and discussion using moderator cards. Ensures equal participation of all participants.
- **Participants**: engage in the activities, ask questions, contribute to the discussion and commit to action.
- **Technical support & notetakers**: support the moderators & organiser by taking notes of the discussion. If digital, serves as technical support with platform of choice.
- **Organiser**: coordinates the organisation, execution and follow-up of the Dialogue Forum.

“Young people are the current change makers and the future decision makers. It's our responsibility to give them the tools to create stronger and more inclusive communities in the future.”

Claudia Batz, World Obesity Federation



Stage 1

PLAN

*“There is no hierarchy, we are all equals,
and we can have a conversation that
actually allows us to learn more ”*

Mafalda, CO-CREATE Youth Task Force

This section will outline all the steps to follow in order to plan and prepare a Dialogue Forum. A full planning checklist is located at the end of this section.

Tip

If you are a decision or policymaker looking to engage young people, invite youth into the planning phase. This will create joint ownership and will increase long-term engagement and collaboration on the issue.

“We can find agreement, share our perspectives and experiences, and together come around a decision that is sustainable today and tomorrow.”

Thea, Press

SELECT YOUR IDEA

The tool is designed to bring participants across generations and sectors together to discuss an idea from different perspectives. In order to do this, you need to select a topic that will bring people to your Dialogue Forum. Start with asking yourself “what is the challenge or problem I am trying to address?” and “who is my target audience, and how will this affect them?” The versatility of the Dialogue tool allows you to discuss a question, an idea, an intervention, a policy or any other topic across sectors and themes.

The following framing will give your participants a better understanding of the context around the idea:

- The idea to be discussed is...
- The problem it addresses is...
- The desired outcomes are....

What if you don't have an idea, but want to use the tool?

Sometimes, the best way to formulate a solution or intervention is to discuss and break down a broad theme first. The tool can be used to identify the common interests or priorities of the group, which can be a helpful starting point to identify your intervention.

SET CLEAR OBJECTIVES

Next, you need to clearly state why you are inviting people to join the Dialogue Forum. Defining the purpose of the Dialogue Forum will set clearer expectations for the participants, and will likely lead to a richer discussion and more concrete results. Whether you want to develop solutions to address a community issue, propose a new policy to your Member of Parliament, or simply explore a topic in greater depth, the Dialogue Forum can be used as a way of bringing in new perspectives and coming up with concrete actions.

Some things to think about when planning a Dialogue Forum are:

- What are the objectives of the Dialogue?
- What idea, intervention or policy would you like to discuss?
- Who would you like to invite to your Dialogue Forum?
- Are you hosting it in-person or online?
- What do you hope to achieve? And how do you plan to achieve it?

INVITE YOUR PARTICIPANTS

Inviting the right people to sit around the table is very important. An idea is more impactful and relevant when it is co-created with those affected by the idea or those who can influence it. The Dialogue Forum is designed to promote youth participation in policy and decisionmaking, this means that youth are a key stakeholder. This applies whether you are a young person who wants to hold a Dialogue, or an adult who wants to include young people in the work you do.

Tips and tricks on who to invite

Create a stakeholder map: start by drawing a map of all stakeholders who are relevant or involved in the issue or idea. Outline what roles they play and how they are connected. Thinking about who could influence the outcome or impact of your idea is a good place to start identifying relevant participants.

The importance of Diversity: aim for a range of participants across ages, sectors, and geographies. Think youth organisations, policymakers, private sector, teachers, farmers, etc.

Bring your target audience to the table:

it is crucial to include the voices of people who are affected by your idea or intervention in the discussion. For example, if you are discussing an intervention in schools, be sure to invite students.

Equal representation = greater impact:

ensure equal representation of youth and adult participants at the Dialogue. This can help reduce any power imbalances and promote a more inclusive dialogue..



Now that you've figured out who to invite, it's time to decide how to invite them

You can use a combination of different channels depending on whether you are having an open or closed Dialogue. An invitation template can be found in Appendix A. Some ideas on how to reach out to potential participants include:

- send emails if contact information is publicly available
- set up a social media event and campaign to promote your Dialogue
- build alliances with youth organisations and reach young people through their network
- identify relevant participants in your own network

INFORM YOUR PARTICIPANTS

When participants have different degrees of knowledge about an issue, those who know the most tend to dominate the conversation, while those who know less tend to speak less.

To facilitate a balanced and inclusive Dialogue, it is important that you provide all participants with access to the same information and enough time to prepare for the conversation. This could include a background document that provides context on the idea, objectives of the Dialogue, structure of the session and desired results or outcomes. You should send this in a confirmation email to participants one to two weeks in advance of the Dialogue Forum.

GET READY

Train your moderators

Moderators play a crucial role in the Dialogue Forum, as they help to direct and sustain the flow of a conversation and promote equal participation. Information on the role of a moderator, who is eligible, training materials as well as tips for good moderation are available in the Moderator section of the report. You should aim to identify and train your moderator no later than **two weeks** in advance of the Dialogue.

Logistics

You've selected the idea, the people and the moderator, so what's next? It's time to figure out the logistics of the Dialogue Forum. Certain logistics will change if you hold a physical vs. digital Dialogue Forum. We have indicated a "D" for digital and "P" for physical beside the logistics tip to indicate relevance. Below are seven tips to manage your logistics and help make your Dialogue Forum a success.

1. Set a date and time (D, P): The Dialogue Forum is designed for a two-hour session, though you may want to include more time for networking or food/drinks. The timing of the Dialogue will depend on your target audience. If working with youth, consider holding it after school or on a weekend. If you are holding a digital Dialogue Forum with participants across time zones, try to select a time that is suitable for all participants.

2. Create a budget (P): Dialogue Forums are designed to be cost-effective, and can be free if you hold it online. Depending on the scale and location of your Dialogue, you may want to seek funding through sponsorships or local grants. Some costs you might need to consider are room rental, food and beverages, and equipment.

3. Select a location (P, D): Consider looking for free venues (i.e. schools, libraries, youth clubs) and try to select a location that is easily accessible to all participants. If the Dialogue Forum is being held digitally, consider which platform you want to use (Zoom, Jamboard, Miro, etc.).

4. Find support (P, D): Consider recruiting volunteers, notetakers, or technical support to help you execute the Dialogue Forum.

5. Gather needed materials (P): Beyond the Dialogue Forum tool and printable package, you may need the following materials:

- projector screen & projector
- microphone and speaker
- tables & chairs
- pens, post-its and paper
- lanyards to hold the participant booklet

6. Catering (optional) (P): If you plan to cater a Dialogue Forum, don't forget to ask participants if they have any allergies or dietary preferences.

7. Set up registration system (P, D): Keep track of how many participants are expected by to join by developing a participant registry. The registry may include name, title, organisation/institution, contact information, allergies (if the event is catered), and consent if you are looking to take pictures or videos at the event. Use a platform such as Google Forms or Eventbrite to track participant attendance.



PLAN CHECKLIST



Make a good plan

- State your objective(s)
- State your dialogue title
- Select time and date
- Select digital or in-person Dialogue (and suitable venue if needed)
- Establish your Dialogue Forum budget (tips: hosting a digital Dialogue Forum is completely free! If you have a low or no budget)

Invite your participants

- Set up a registration system
- List those you want to invite to a participant registry
- Write an invitation and provide an RSVP date
- Invite participants
- Update participant registry and confirm attendance

Inform your participants

- Create and share an agenda
- Share background information with your participants 1-2 weeks in advance

Train your moderators

- Identify your moderators
- Send the Moderator's Guide and the Dialogue Forum materials
- Invite the moderators to a training session (either physically or digitally)

Logistics

- Gather the necessary materials (Dialogue Forum tools)
- Arrange catering (optional)
- Visit the venue to ensure things are as promised (if physical) or test the digital platform of your choice (if digital)
- Make a plenary presentation

Technology

- Map all technology needs
- Check if wireless internet is available in the venue
- Test your slideshow
- If applicable, inform participants how they can get access to the pictures and videos made during the Dialogue Forum



Stage 2

DISCUSS

“Youth need advice from adults, but they also need to advise adults.”

CO-CREATE Youth

THE DIALOGUE FORUM EXPERIENCE

The Dialogue Forum is a tool designed to **connect** with others, **discuss** an idea or intervention and **collaborate** on action. Through the five-step process and interactive canvas, participants are enabled to learn something new, use that knowledge to discuss an idea, and through this process build enough trust around the table to commit to collective and individual action.

The Dialogue tool activities focus the conversation on the participants' experiences, knowledge and how they contribute to the discussion. This means you do not need to be an expert to join the discussion and contribute in an active and meaningful way.

**DIALOGUE
FORUM**



“When you're working with different generations, you learn from each other, you learn from their experiences, and working together allows for alternative avenues to implement and to disseminate these solutions ”

Dara Karakolis, The Food Foundation

THE ARE FIVE STEPS OF A DIALOGUE FORUM:

1. Who we are

The basis for good collaboration and co-creation is getting to know who is at the table. In step 1, participants are asked to introduce themselves, share what they like to do, and draw their superpower. This step is designed to get to know your fellow participants and create a safe space for discussion, connection and learning.

2. What we care about

Each participant has joined the Dialogue Forum for a specific reason and brings a unique point of view. In step 2, participants are asked to share their motivation for joining by answering "why the idea or issue is important to them" or "what they care about".

3. Obstacles & opportunities

No idea or intervention is perfect from the start. Each idea has obstacles it needs to overcome and opportunities it presents. Step 3 invites participants to share these obstacles and opportunities from their unique perspectives. An obstacle can be a barrier, a problem or a challenge and an opportunity can be a solution or an improvement to the idea.

4. The idea should consider

We know that one idea and its outcomes can be influenced by different perspectives and external factors in our society. Step 4 aims to explore the systems and factors that influence the idea. To provide a framework for the discussion, participants are encouraged to consider how the 4Rs impact their idea:

- **Roles & Relationships:** who affects and who is affected by your idea?
- **Resources:** what resources are needed for your idea? Think budget, personnel, time, etc.
- **Rules:** are there laws, guidelines, protocols or traditions that apply to your idea?
- **Results:** what are the desired outcomes of this idea or intervention?

Step 4 may act as a framework for identifying action points in the final step of the Dialogue Forum.

5. Let's act!

One of the main goals of the Dialogue Forum is to bridge discussion and action. Step 5 invites participants to identify concrete and measurable actions that can be carried forward after the Dialogue. This

activity is divided into two parts, 5a and 5b.

Sometimes, the people who have the most power or influence on idea are not able to join a Dialogue. In 5a, participants will identify which **general** actions need to be taken to address the issue or to reach the desired outcome. These actions can be identified on behalf of other stakeholders, such as the government, or the private sector.

5a example

The local school board should conduct a survey on whether students and parents would like a school feeding programme introduced.

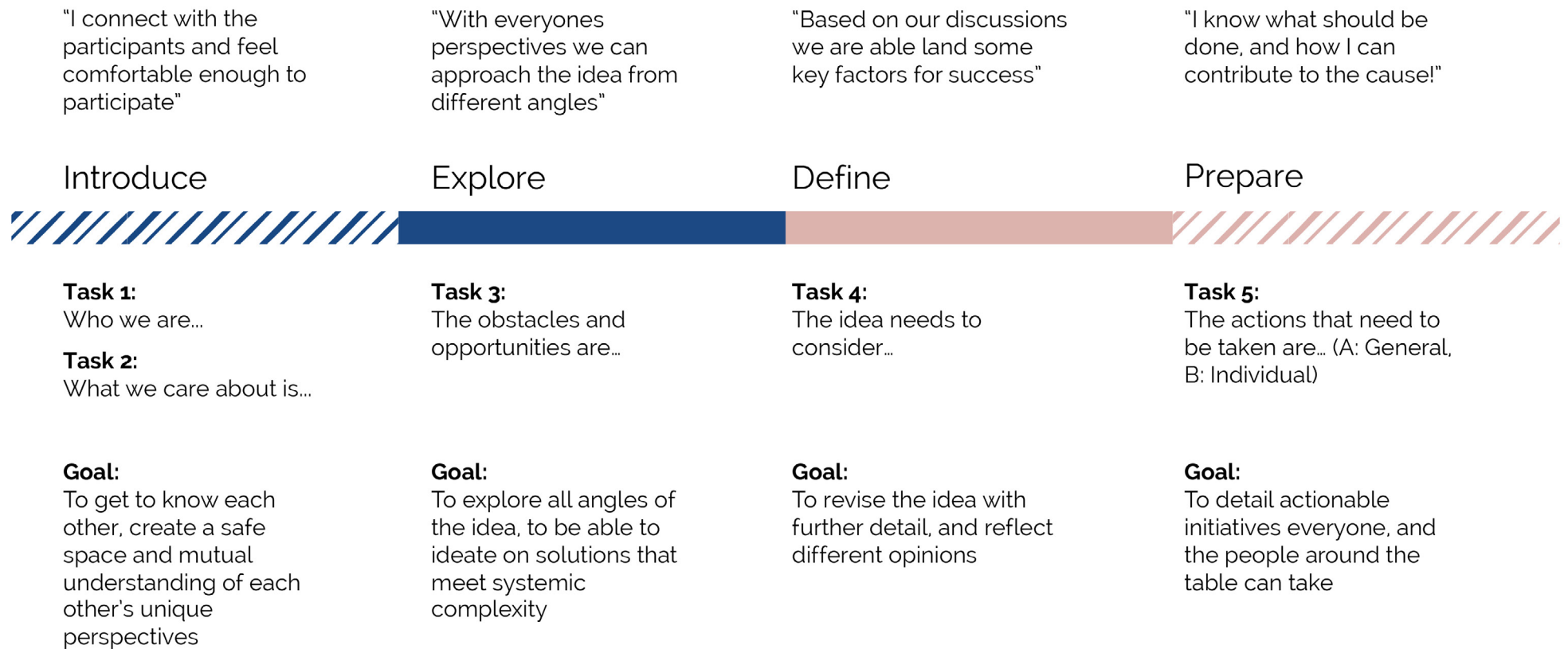
In 5b, all participants will identify **individual** actions that they can take after the Dialogue. Every action big or small counts and can make a difference and create momentum. The following sentence can be used to phrase the action: "By (time) I will (action) to (intention)".

5b example

By June 2022, I will create a campaign at work to increase awareness on climate change.

The Dialogue Experience

The following image provides an overview of the Dialogue Forum experience, including a description of the tasks and their associated goal.



DIALOGUE FORUM DAY: WHAT TO DO

This section outlines the key tasks you need to do on the day of your event so that everything goes smoothly.

Agenda

In any Dialogue Forum, it is helpful to set an agenda for the session. The agenda should be shared one week in advance to ensure participants come prepared and know what to expect on the day. You should prepare an internal agenda for organisers and an external agenda for participants. If you are hosting a physical Dialogue Forum, remember to populate the agenda at the front of the Participant Booklet & Action Card. Below is a suggested agenda, which can be adapted and modified as needed.

Internal agenda (organisers)

- Set up tables and venue
- Walkthrough with moderators
- Have a participants' registration ready

External agenda (participants)

- Plenary session: welcome & overview
- Divide participants into discussion groups
- Have your Dialogue Forum (2 hours)
- Plenary session: group summaries & next steps
- End of Dialogue Forum

Walkthrough with moderators

On the day of the Dialogue Forum, it could be helpful to do a final walkthrough of the Dialogue tool and activities with the moderators before the participants arrive. This can increase moderators' level of comfort with their task and allows them to raise last-minute questions that could impact the quality of the Dialogue. 30-45 minutes should be sufficient.

Gather all the moderators on the same table or online. Provide them with moderator cards and walkthrough all the materials and offer a reminder of how to conduct each activity of the Dialogue. You can refer to the Moderator Cards to do this. Give the moderators last-minute tips and remind them to reach out to the organisers, notetakers or technical support if they need assistance.


If using the physical Dialogue Forum tool, the moderator or organiser should ensure the Idea Card is populated before participants arrive. If using the digital Dialogue Forum tool, the moderator pre-populates the idea box on the canvas before the participants enter the online room.

“They (youth) need to be listened to, and what they want and what they are asking for need to be listened to, because they are the ones that's going to be inheriting this world.”

Chloe MacKean, The Food Foundation

Participant registry

Bring the participant registry to the Dialogue Forum and keep track of the participants as they arrive at the venue or enter the online room. Once they arrive, assign each participant a group number to indicate which table or breakout room they will be joining. If physical: provide each participant with a Participant Booklet & Action Card. If digital: assign the participant to a breakout room. If there are participants missing after 5 minutes or if someone is late, feel free to get started with the plenary session.



Plenary is a term used to describe all Dialogue Forum participants coming together

Opening and closing plenary session

A plenary presentation is a great way of opening and closing the Dialogue Forum. This can be presented by organisers or youth participants.

An opening session can include an overview of the agenda, a presentation of the idea or the theme, ground rules for discussion and the intended outcomes of the Dialogue. It may also include an overview of the five steps and the different roles of the Dialogue Forum. The presentation should be no longer than 10 minutes.

A closing session is an opportunity to share a summary of what has been discussed (ask a volunteer or moderator if they want to present a brief summary). Organisers can provide a call-to-action and next steps for participants. Next steps can include participants following-up on the commitments made during the Dialogue and/or encouraging participants to remain in contact with their fellow participants. To access suggested slides for the opening and closing sessions, [click here](#) for the physical tool, and [click here](#) for the digital tool.

“Everyone is engaged in taking the idea further. This way, we can ensure that we continue to develop the idea and that it is not something we just talk about.”

Kristiane, Press

CHECKLIST



Agenda

- Create and share the agenda with organisers
- Create and share the agenda with participants

Walkthrough with moderators 30-45 minutes before the Dialogue Forum

- Provide moderators with moderator cards
- Conduct a final walkthrough of the tool
- Assign moderators to tables or breakout rooms
- Ask moderators if they have final questions and be prepared to answer them
- Physical: moderators to set up tables with the tool and materials and fill out the Idea Card
- Digital: moderators or organiser to fill out the idea box on the canvas.

Registration

- Have a participants' registration ready and keep track of how many people are expected to join
- Assign participants to a discussion group
- Physical: assign participants to a table and provide them with a Participant Booklet & Action Card
- Digital: assign participants to a breakout room

Plenary session

- Make space for an opening and a closing session
- Opening session: welcome all participants, provide an overview of the agenda, a presentation of the idea, ground rules for discussion and the intended outcomes of the Dialogue
- Closing session: facilitate a summary from each group and provide an overview of next steps

Logistics for physical Dialogue Forum

- Set up the registration desk
- Fill out the Participant Booklets
- Check if your technology is working
- Optional: set up a food and drink station
- Set up the tables with the Dialogue Forum tool

Logistics for a digital Dialogue Forum

- Have the participant registry ready for check-in
- Assign participants to a breakout room
- Confirm your technology is working
- Have your canvas ready, including a populated the idea box

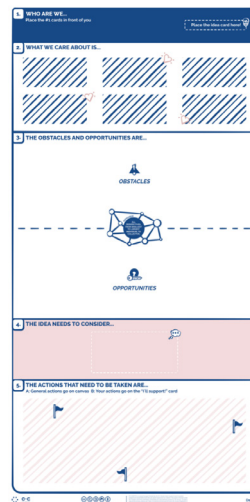
THE PHYSICAL DIALOGUE FORUM TOOL

The physical tool allows you to engage people in your community or country to come together **in-person** to explore an idea and identify actions. Each table can accommodate a maximum of six participants and one moderator. By having several tables in one Dialogue Forum, you can scale the event and invite many more to join the discussion.

“I think that, in any situation, regardless of the group of people, everybody has something to add ”

Pedro, CO-CREATE Youth Task Force

Below you will find the physical canvas. The canvas is structured and divided according to the five steps of the Dialogue Forum. The activities are linear, which means you start at the top and finish at the bottom. At the end, this canvas will be fully populated with participants' ideas, solutions and concrete actions.



Who we are

What we care about is

What are the obstacles & opportunities

The idea needs to consider

The actions that need to be taken are

The physical tool also includes an accompanying set of materials needed to execute the steps of a Dialogue Forum. The image below provides an overview of the activity cards, moderator cards, participant booklet and additional materials, as well as the number needed per table.

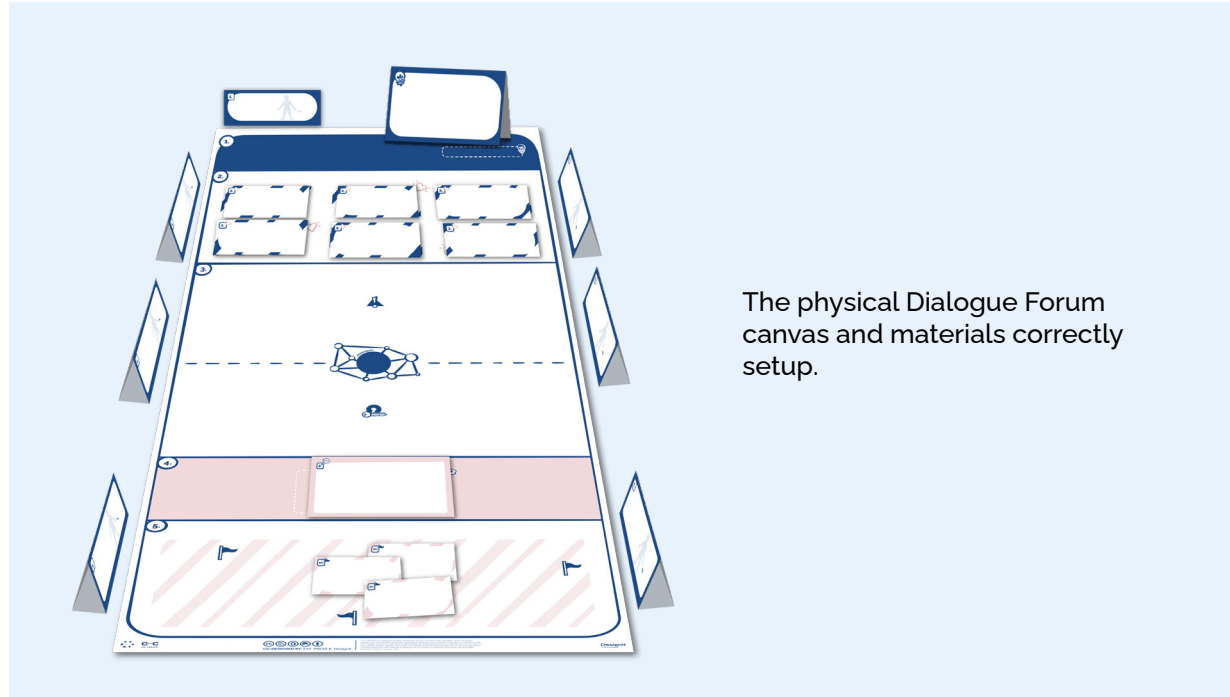
Activity cards include:

- Introduction cards
- Idea card
- What I care about cards
- The idea needs to consider card
- General action cards (5a)
- Individual action cards (5b) in the back of the participant booklet

Participant Booklet & Action Card

This booklet is handed to participants when they arrive at the Dialogue Forum and serves multiple purposes.

- **Inform:** the front cover provides the agenda of the day, name of the participants and which table they will be joining (this should be populated in advance by the organiser).
- **Action:** the back cover serves as the activity card for step 5b) where you will be invited to write your individual action or commitment.
- **Connect:** the inside cover includes a section where participants can exchange contact information to stay in touch after the Dialogue



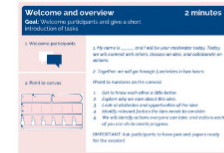
The physical Dialogue Forum canvas and materials correctly setup.



Materials



Sticky-notes



Moderator cards



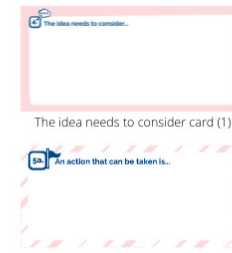
Introduction cards (6)



What I care about cards (6)



Idea card (1)



The idea needs to consider card (1)



Action cards (12)



Participant booklet & action cards (6)

STEP-BY-STEP GUIDE TO THE PHYSICAL DIALOGUE FORUM



The next section will describe each step of the physical Dialogue Forum, as well as the accompanying materials.

Welcome & overview


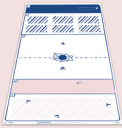
Once participants have arrived at the table, the moderator welcomes everyone and provides a short overview of the different activities and steps of a Dialogue Forum. The moderator may use the canvas and activity cards to demonstrate the five steps



Step 1: who we are



As a participant, you will be given a name card and invited to fill in the following sentence: "My name is (x) and during the day I (x) and I like to (x)." You will also be asked to draw yourself and your superpower. Once you have written down your name, place the name card in front of you with the text facing your fellow participants. After that, the moderator will invite participants to do a round of sharing.

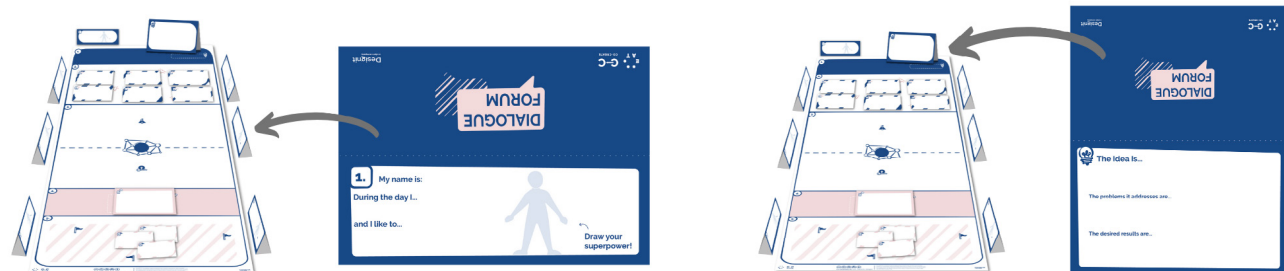
Present the idea

By referring to the pre-filled idea card, the moderator presents the idea that will be discussed, the problem it addresses and the desired results. It is then placed at the top of the canvas to make it visible for all participants.

Welcome and overview 2 minutes	
Goal: Welcome participants and give a short introduction of tasks	
1. Welcome participants 	1. My name is and I will be your moderator today. Today, we will connect with others, discuss an idea, and collaborate on actions.
2. Point to canvas & cards 	2. Together, we will go through 5 activities in two hours: (Point to numbers on the canvas with corresponding cards) 1. Get to know each other a little better. 2. Explore why we care about this idea. 3. Look at obstacles and opportunities of the idea 4. Identify relevant factors the idea needs to consider; 5. We will identify actions everyone can take, and actions each of you can do to create progress.

Task 1: Who we are 10 minutes	
Goal: Get to know each other and create a safe space	
1. Fill card #1 	Before we jump into the discussion, let's get to know each other a little better. (Introduce card #1) 1. Fill in card #1 - spend 3 min. 2. Let's introduce ourselves. (Do a round of sharing).
2. Introduce yourselves 	

The idea 2 minutes	
Goal: Review the idea & keep all perspectives in mind	
1. Review the idea 	1. Let's review the idea before moving forward. (Read idea card out loud & ask if they have questions) 2. While we go through this dialogue, I want to encourage you to consider all factors that might impact or influence the idea, as well as the perspectives that may be different from yours. Think big and small, local and global.
2. Encourage different perspectives 	The point of this dialogue isn't to try and solve a complex problem in a day, but to discuss, collaborate, learn from each other, and take action!



Step 2: what we care about



In step 2, all participants are asked to share why the idea is important to them or what they care about. By using key words and short sentences, participants individually write on the "what I care about" activity card and place it on step two on the canvas. The moderator will then ask participants to share.

Step 3: obstacles & opportunities





In step 3, participants are asked to write the obstacles the idea faces and opportunities it presents on sticky notes. One obstacle or opportunity per sticky note. After this, participants are invited to share and then place on the canvas. If someone has an idea similar to yours, say BINGO and place your sticky note on top of it. This is a great way to group your ideas together!

Step 4: what the idea should consider






In step 4, participants are asked to consider how external factors impact their idea. Using the 4R's of roles & relationships, resources, results and rules, participants are given an opportunity to reflect individually before the moderator facilitates an open dialogue. While the participants are discussing, the moderator, or a participant, takes note of the key discussion points on the #4 card. The moderator then shares the key points of the discussion and if everyone agrees, places the card on step 4 on the canvas.

Task 2: What we care about 10 minutes
 Goal: Understand each others point of view

1. Reflect & fill 	<p><i>You are in this dialogue because there is something about the topic or issue you care about. Let's share why this is important to us from our individual perspectives:</i></p> <p>1. Reflect individually and fill card #2 - spend 3 min.</p>
2. Share & place 	<p>1. Now let's share. Place your card in the canvas after presenting. (Do a round of sharing)</p>



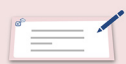
4

Task 3: Obstacles and opportunities 20 minutes
 Goal: Explore the idea from different perspectives

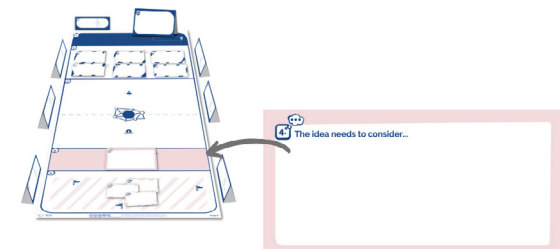
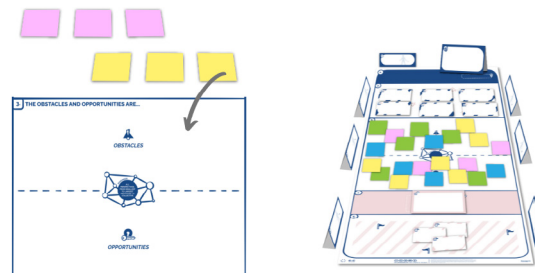
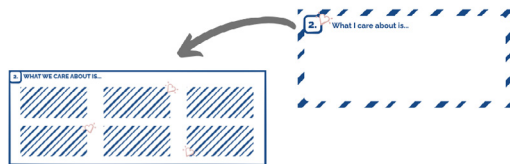
1. Write 	<p><i>To explore the idea from different angles. Let's identify the obstacles it needs to consider and the opportunities it presents.</i></p> <p>1. Write as many obstacles and opportunities as you can on sticky notes. One point per post it; keep them to yourself - spend 5 min.</p>
2. Share & bingo 	<p>(Obstacles can be: barriers or problems, etc.) (Opportunities can be: solutions or improvements, etc.)</p> <p>1. Let's do a round of sharing. Place your sticky notes in space #3. If someone writes the same as you, say BINGO! and group them!</p>
3. Address remaining obstacles 	<p>2. How could we address the remaining obstacles? - add the ideas to the opportunity space.</p>

5

Task 4: What the idea should consider 20 minutes
 Goal: Explore the systems and factors that influence the idea

1. Reflect & write 	<p><i>Looking back on the obstacles and opportunities we discussed, let's explore the external factors that can influence, strengthen or challenge your idea.</i></p> <p><i>These factors include: (See explanation on next card)</i></p> <ul style="list-style-type: none"> • Roles & relationships • Resources • Rules • Results
2. Share & discuss 	<p><i>These factors can help us get a better understanding of the idea and how to achieve the desired outcome.</i></p> <p>1. Reflect individually and write your thoughts - spend 3 min.</p>
3. Write key points on card 	<p>2. Let's do a round of sharing and then discuss. (Moderator or a participant takes note of the key discussion points on card #4.)</p> <p>3. (Moderator shares back key points of the discussion.)</p>

7





Step 5: let's act!

This activity is designed to promote individual and collective action and is divided into two parts, 5a and 5b.

5a) At the bottom of the canvas, there will be a deck of #5a cards. In step 5a, participants are asked to select as many cards as they would like and write actions on behalf of other stakeholders or institutions. This can include actions that government, private sector, youth, civil societies can do. Participants can start placing their populated cards on step 5 on the canvas as they are writing. After that, there is a round of sharing and discussion



In step 5b, participants start by reflecting on actions that they can commit to. Then, they choose one action they will do and write it on the #5b card. Participants are then asked to share their action in turn and in order. As a participant, you can lift your I'll support card if you want to collaborate on someone's action. Take your card with you after the Dialogue to be reminded of the commitments you made!

End of the Dialogue Forum

We have now reached the end of the Dialogue Forum. The moderator provides a recap of the discussions and actions participants have committed to. Inside the participant booklet, participants will find a space to write down their contact information if they want to stay in touch and to follow-up on each other's actions.

Task 5a: Actions that need to be taken **15 minutes**



Goal: Brainstorm actions that need to be taken to achieve the desired outcome

- Write general actions

We'll now identify GENERAL actions that can be done to create change. In task 5b we'll identify INDIVIDUAL actions.
- Exchange, discuss & add to canvas

1. Take as many #5a cards as you would like and write general actions that actors can do. - spend 3 min. (examples below)
2. Let's do a round of sharing to discuss.
(If additional points appear in the discussion, moderator or participant can add them to the canvas.)

(Example 1: Actions that government, private sector, youth, civil societies can do.)
 (Example 2: Different places where the actions can happen like physical digital, public, private, local, global.)




Task 5b: I'll support! **15 minutes**

Goal: Select and commit to individual actions to create change

- Brainstorm actions

In this last part, we'll identify actions we can each take, either individually or together, to create change. Remember, every action big or small counts, and can make a difference.
- Choose & write action

1. Take a minute to reflect and brainstorm some actions you can commit to - spend 3 min.
2. Choose the action you will commit to and write it on the #5b card behind your name tag. You can phrase it as "By (time) I will (action) to (intention)"
3. Let's do a final round of sharing! If you want to collaborate on an action say "I'll support" and add it to your card.
- Share & collaborate


Task 5b: I'll support! **15 minutes**

Goal: Select and commit to individual actions to create change

- Brainstorm actions

In this last part, we'll identify actions we can each take, either individually or together, to create change. Remember, every action big or small counts, and can make a difference.
- Choose & write action

1. Take a minute to reflect and brainstorm some actions you can commit to - spend 3 min.
2. Choose the action you will commit to and write it on the #5b card behind your name tag. You can phrase it as "By (time) I will (action) to (intention)"
3. Let's do a final round of sharing! If you want to collaborate on an action say "I'll support" and add it to your card.
- Share & collaborate




#5b. I'll support!
Stay in touch!

5b. I'll support!
 Write down actions you want to commit to or give to your network. Use "By (time) I will (action) to (intention)" as inspiration!

Welcome

You are in group _____

The agenda for today:

- 10:00 Breakfast & coffee
- 10:05 Welcome
- 10:10 Dialogue forum I
- 11:05 Break
- 11:10 Dialogue forum II
- 12:00 Feedback & Evaluation

Stay in touch!
#5b.

Stay in touch!
 Write other participant's contacts to stay connected!

DIALOGUE FORUM



G-C
Designit

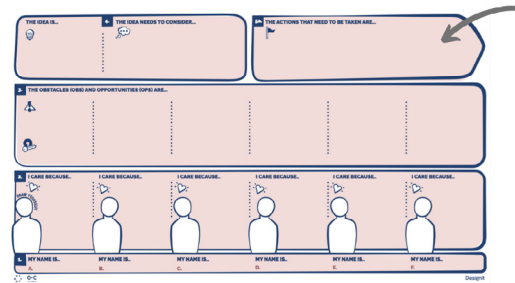
THE DIGITAL DIALOGUE FORUM TOOL

The digital tool allows you to connect with participants from around the world, anytime, anywhere. Each breakout room can accommodate a maximum of six participants and one moderator. By hosting several breakout rooms, you can easily scale a digital Dialogue Forum.

“ Everyone is engaged in taking the idea further. This way, we can ensure that we continue to develop the idea and that it is not something we just talk about ”

- Kristiane, Press

Below you will find the digital canvases. Canvas one includes steps 1-5a, with the first activity at the bottom and last activity at the top right. For step 5b, you will transition to Canvas 2 to commit to individual action. At the end, the canvases will be fully populated with the participants' ideas, solutions and concrete actions.

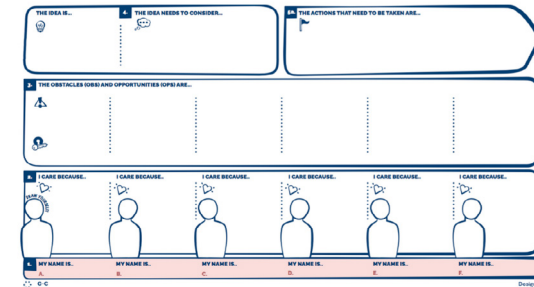


Canvas 1

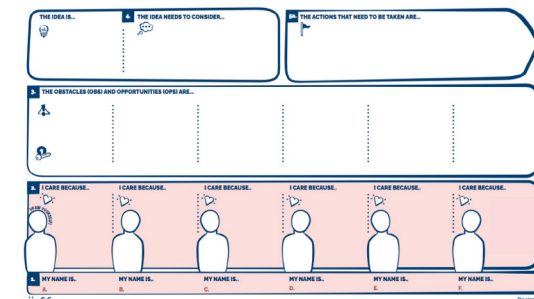


Canvas 2

As you will see below, the canvas is blank at the beginning, and as you progress, each step is highlighted in pink. At the end of the five steps, the entire digital canvas will be pink.



Step 1



Step 2

Which platforms can I use the digital tool on?

The digital Dialogue Forum tool includes seven slides and can be used on platforms such as Zoom, Jamboard and Miro. While the platforms range in options and complexity, they are all accessible and free to use. To download, click a link below.

- [Zoom](#)
- [Jamboard](#)
- [Miro](#)

How do I use Zoom?

Zoom is the most used platform to host digital Dialogue Forums. Zoom's annotation function allows participants to interact with the canvas by drawing, writing and using stamps. To host your Dialogue Forum on Zoom, follow these steps:

- download the free desktop Zoom app and enable the annotation function
- create a unique meeting link and share it with participants
- download the digital tool as a PowerPoint presentation or as Google Slides
- when hosting your Dialogue, use the "share screen" function on Zoom to share the canvas slides
- invite participants to enable their annotation function and use the

toolbar options (write, draw, stamp) to contribute to the Dialogue Forum discussion

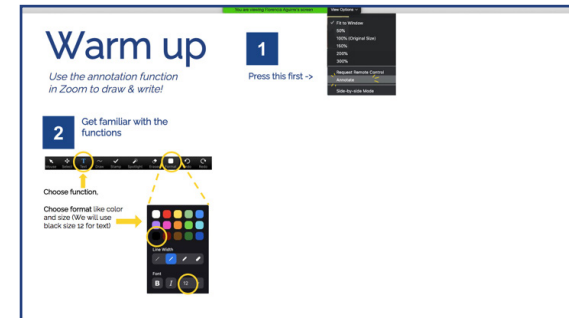
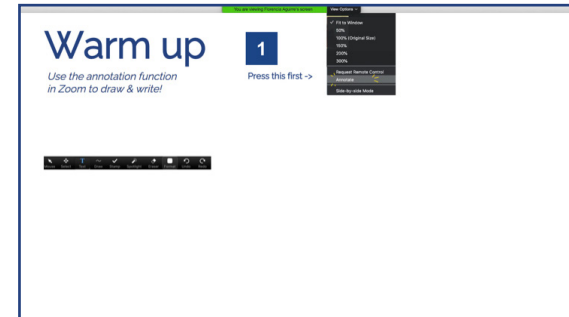
- remember to save your final slide on canvas 1 and 2 to capture the content of the discussion and to record the Dialogue if you have participant consent

How does the annotation function on Zoom work?

To access the annotation function, participants must download the free version of the Zoom desktop app. As demonstrated below, participants can enable the annotation function by clicking the "view options" dropdown list at the top of the screen. Next, select the "annotate" function and a toolbar will appear. This gives participants the option to write, draw and stamp on the screen. The slides below provide a step-by-step guide on how to use the annotation function. Want to learn more about how Zoom annotation works? Click [here](#).

Remember!

If using Zoom to host your digital Dialogue Forum, participants must download the free version of Zoom on their desktop in advance. This will allow them to access the annotation function during the Dialogue Forum.



STEP-BY-STEP GUIDE TO THE DIGITAL DIALOGUE FORUM

This section provides a step-by-step guide to the digital Dialogue Forum, including accompanying resources and moderator cards.

Welcome & overview

After the participants have arrived in their breakout rooms, the moderator should provide a short overview of the different activities and steps of a Dialogue Forum. The moderator should use the canvas as a backdrop to demonstrate the five steps.

Welcome and overview
2 minutes

Goal: Welcome participants and give a short introduction of tasks

1. Welcome participants

1. My name is _____, and I will be your moderator today. Today, we will connect with others, discuss an idea, and collaborate on actions.

2. Together, we will go through 5 activities in two hours:
(Point to numbers on the canvas)

 1. Get to know each other a little better.
 2. Explore why we care about this idea.
 3. Look at obstacles and opportunities of the idea
 4. Identify relevant factors the idea needs to consider.
 5. We will identify actions everyone can take, and actions each of you can do to create progress.

(IMPORTANT: Ask participants to have pen and papers ready for the session)

1

Tool warmup
8 minutes

Goal: Familiarize participants with annotation tools

1. Go to annotate

Today we will use the annotation function on Zoom to write, draw and interact. Here's how it works:

1. Go to the middle of the upper part of your screen and click **VIEW OPTIONS**. Then click on **ANNOTATE**. A toolbar will appear.
2. Choose font and color

2. In the toolbar, click **TEXT** (3rd icon from the left), then **FORMAT** (3rd icon from the right). Choose black for text color, and size 12.
(IMPORTANT: Assign participants a letter)

3. Let's practice! Move the text box with your cursor and adjust its width to fit inside the silhouettes. Click undo to rewrite if needed.

(To send text, click anywhere outside your text box. To draw, click on the Draw button, then click and drag your cursor. To stamp, select a shape and click the screen.)
3. Practice

2



Remember!

it is helpful to test the audio and video of all participants, but don't forget to ask them mute afterwards to improve the audio experience for everyone!

“Young people are affected by these policies and the decision made, and they should therefore have a say and be heard.”

- Knut-Inge Klepp, Norwegian Institute of Public Health

Step 1: who we are

As a participant, you will be allocated a figure and letter to write your name and draw yourself. The moderator should invite all participants to introduce themselves.



Present the idea

The moderator then introduces the idea that will be discussed, the problem it addresses and the desired results. This section is pre-filled ahead of the Dialogue in the "idea box" in the top left corner of the canvas.

Step 2: what we care about



In step 2, participants are asked to share why the idea is important to them or what they care about. By using key words and short sentences, the participants must type on their assigned space on the canvas in step #2. The moderator then asks participants to share what they wrote with the group.


Task 1: Who we are **10 minutes**

Goal: Get to know each other and create a safe space

1. Type your name


Before jumping to the discussion, let's get to know each other!
(Show space #1)

1. *Below the silhouette with your letter, type your name using the text tool - spend 2min.*
2. Draw yourself and your superpower!



2. *Draw yourself and your superpower INSIDE the silhouette - spend 3 min. (Remember to change to the drawing tool in the annotation toolbar)*
3. Introduce yourselves



3. *Let's introduce ourselves - I can start! My name is (....). During the day I (....) and my superpower is (....)*
(Do a round of sharing.)

3

The idea **2 minutes**

Goal: Review the idea & keep all perspectives in mind

1. Review the idea


1. *Let's review the idea before moving forward.*
(Read idea out loud & ask if they have questions)
2. Encourage different perspectives



2. *While we go through this dialogue, I want to encourage you to consider all factors that might impact or influence the idea, as well as the perspectives that may be different from yours. Think big and small, local and global.*


The point of this dialogue isn't to try and solve a complex problem in a day, but to discuss, collaborate, learn from each other, and take action!


4

Task 2: What we care about **10 minutes**

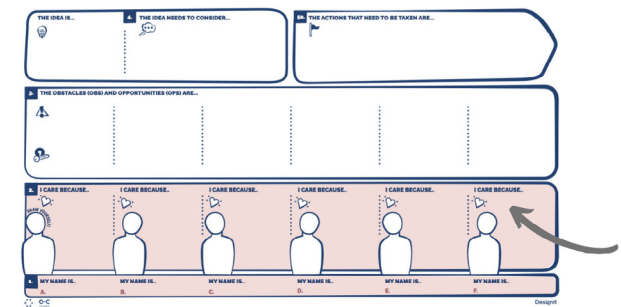
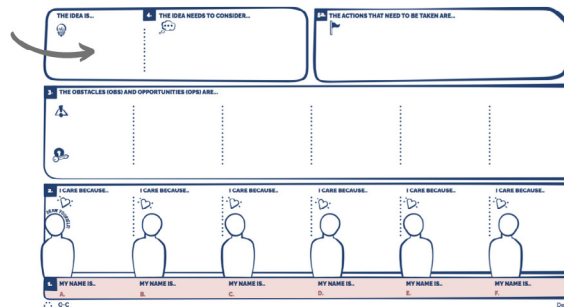
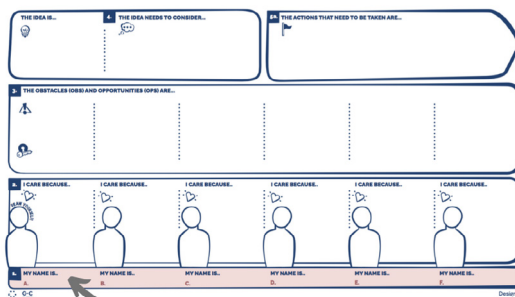
Goal: Understand each others point of view

1. Reflect & write


You are in this dialogue because there is something about the topic or issue you care about. Let's share why this is important to us from our individual perspectives:
2. Type keywords


1. *Brainstorm individually on paper - spend 3min.*
2. *Type keywords in the space next to your silhouette.*
3. *Now let's share. (Do a round of sharing)*
3. Share


5



Step 3: obstacles & opportunities



In step 3, participants are asked to type obstacles and opportunities on their pre-assigned space on the canvas. The moderator should encourage participants to type key words, and not full sentences, to optimize the space used on the canvas. The moderator then asks participants to share what they wrote with the group. If someone has an obstacle or an opportunity that is similar to yours, add a heart stamp next to it (if using Zoom).

If using Jamboard or Miro, participants can type their obstacles and opportunities on digital sticky notes. If someone has a similar obstacle or an opportunity to you use your mouse to move your sticky note on top of theirs. This is a great way to group your ideas together!

Task 3: Obstacles and opportunities 20 minutes
 Goal: Explore the idea from different perspectives

1. Write	<p><i>To explore the idea from different angles, let's identify the obstacles it needs to consider and the opportunities it presents.</i></p> <p>1. Write as many obstacles and opportunities as you can on a sheet of paper – spend 5 min</p>
2. Type main points	<p>(Obstacles can be: barriers or problems, etc.) (Opportunities can be: solutions or improvements, etc.) (Remind participants of different perspectives)</p> <p>1. Let's type up to 3 obstacles and 3 opportunities in space #3. If someone writes the same as you, add a heart stamp to it!</p> <p>2. How could we address the remaining obstacles? - add the ideas to the opportunity space.</p>
3. Address remaining obstacles	

6

Step 4: what the idea should consider



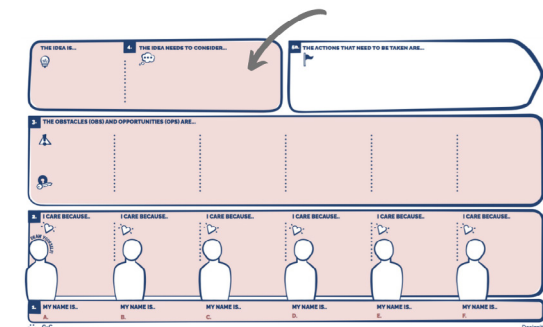
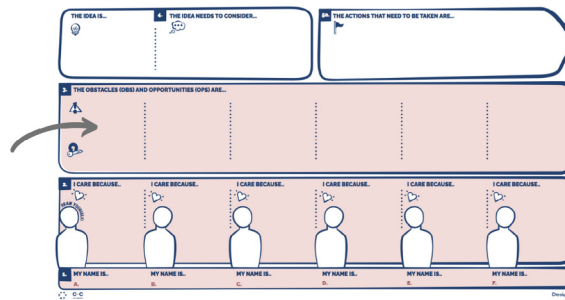
In step 4, participants are asked to consider how external factors impact their idea. Using the 4R's of roles & relationships, resources, results and rules, participants are given an opportunity to reflect individually before the moderator facilitates an open dialogue.

The moderator should ask participants to unmute for this activity. While the participants openly discuss, the moderator, or a participant, must type key discussion points into step 4 of the canvas. The moderator then summarizes the key points from the discussion.

Task 4: What the idea should consider 20 minutes
 Goal: Explore the systems and factors that influence the idea

1. Reflect & write	<p><i>Looking back on the obstacles and opportunities we discussed, let's explore the external factors and systems that can influence, strengthen or challenge your idea.</i></p> <p><i>These factors include: (See explanation on next card)</i></p> <ul style="list-style-type: none"> • Roles & relationships • Resources • Rules • Results
2. Share & discuss	<p><i>These factors can help us get a better understanding of the idea and how to achieve the desired outcome.</i></p>
3. Write key points on card	<p>1. Reflect individually and write your thoughts – spend 3 min.</p> <p>2. Let's do a round of sharing and then discuss. (Moderator or a participant types the key discussion points on space #4)</p> <p>3. (Moderator shares back key points of the discussion.)</p>

8



Step 5: let's act!



This activity is designed to promote individual and collective action and is divided into two parts, 5a and 5b.

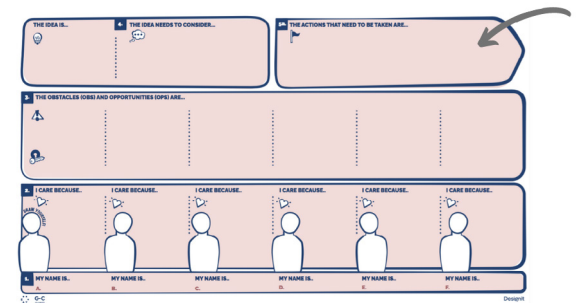
In step 5a, the moderator facilitates an open dialogue with participants to discuss general actions that can be taken by stakeholders or institutions to address the idea (governments, the private sector, etc.).

Participants should unmute themselves during this activity. While the participants are openly discussing the topic, the moderator, or a participant, should type actions on step 5 (top right of the canvas). The moderator then summarizes key points from the discussion.

Task 5a: Actions that need to be taken 15 minutes

Goal: Brainstorm actions that need to be taken to achieve the desired outcome

<p>1. Write general actions</p>	<p><i>We'll now identify GENERAL actions that can be done to create change. In task 5b we'll look into our individual actions.</i></p> <p>1. On paper, write as many general actions that actors can do to achieve the desired outcome – spend 3 min. (Examples below)</p>
<p>2. Share, discuss & add to canvas</p>	<p>2. Let's do a round of sharing to discuss. (Moderator types key actions in space #5a)</p> <p>3. We need to clear the canvas to continue. Take note of any actions you might be interested in doing. (IMPORTANT: Take a screenshot of the canvas before deleting)</p>
<p>3. Save & clear canvas</p>	<p>(Example actors: Actions that government, private sector, youth, civil societies can do.)</p> <p>(Example places: Different places where the actions can happen like physical digital, public, private, local, global.)</p>



For the second part of this activity, you will use a **different canvas**. If using Zoom, the moderator clears the current canvas and moves to a second canvas. Make sure to save or take a screenshot of the current canvas with all the ideas and discussion points before clearing as this will be useful for the post-Dialogue report and documentation.

Task 5b: I'll support! 15 minutes

Goal: Select and commit to individual actions to create change

<p>1. Brainstorm actions</p>	<p><i>In this last part, we'll identify actions we can each take, either individually or together, to create change. Remember, every action big or small counts and can make a difference.</i></p>
<p>2. Choose & type action</p>	<p>1. Take a minute to reflect and brainstorm some actions you can commit to on paper - spend 3 min.</p> <p>2. Choose an action you will commit to and write it on the speech bubble with your letter. As an example, you can phrase it as "By (time) I will (action) to (intention)"</p> <p>3. Let's do a final round of sharing! If you want to collaborate on an action from another participant, say "I'll support" and add a star to it.</p>
<p>3. Share & collaborate</p>	

In 5b, participants are asked to identify individual actions that they can commit to and then type them inside a speaking bubble. Participant A types in speaking bubble A, participant B types in speaking bubble B, and so on. The participants are then asked to share their actions with the group. Take a screenshot of the actions as a reminder of the commitments you made and share it on social media!



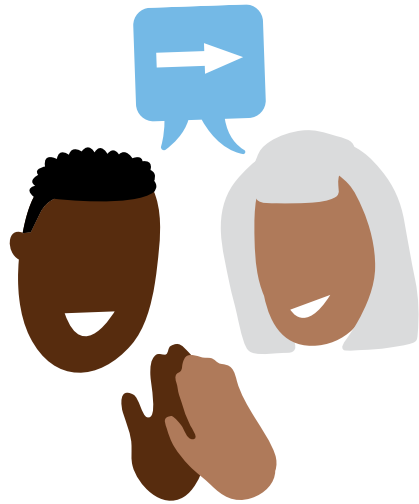
End of Dialogue Forum

We have now reached the end of the Dialogue Forum. The moderator will recap the discussion and remind participants of the actions they committed to. If the participants want to stay in touch and follow-up with each other on the actions, the moderator can facilitate this.

End the session 5 minutes

Goal: Close the Dialogue Forum & stay in touch

<p>1. Recap, reflect & close</p>	<p>1. Now that we have landed on specific actions to take with us, we are ready to conclude this Dialogue Forum.</p> <p>(Do a recap of what was discussed)</p> <p>Are there any final reflections or thoughts?</p> <p>2. If you want to stay in touch with your fellow participants, send them your email through the chat.</p>
<p>2. Stay in touch!</p>	<p>Hope you all feel inspired and ready to take action. Thank you so much for participating!</p>



Stage 3

ACT

“Young people are the current change makers and the future decision makers. It's our responsibility to give them the tools to create stronger and more inclusive communities in the future ”

Claudia Batz, World Obesity Federation

BRIDGING DISCUSSION WITH ACTION

In addition to generating excitement for an idea or intervention, Dialogue Forums are designed to generate momentum for meaningful action. This chapter explains how your Dialogue Forum can help generate impact.

ACCOUNTABILITY

As an organiser, it is essential that you clearly explain what the results of the Dialogue Forum are. It is important that you are transparent about the inputs you have used during the Dialogue and the conclusions you have drawn from them, how you plan to use those outputs and what, if any, change they have led to. Participants must be given the opportunity to correct any errors or perceived misrepresentations of the input they provided. Having an inclusive and structured follow-up process ensures you are accountable to the process and open to receiving feedback from participants.

How to sustain momentum after Dialogue

- **Follow-up with participants:** reaching out to participants after the Dialogue to share discussion highlights and outcomes can create a transparent process and generate short-term momentum. If possible, specify how you plan to take these results forward.
- **Stay in touch:** during the Dialogue Forum, use the Participant booklet to exchange contact information and continue discussing the issue. You can even create a social media group with your fellow participants to continue the conversation, follow-up on the actions and commitments, and exchange progress.
- **Identify your allies:** identify key stakeholders, institutions or organisations who might support your idea, and find out how to reach them. This will help you identify who can help advance your idea, and then you can approach them. This can also be helpful when developing a campaign or when hosting your next Dialogue Forum.
- **Request meetings:** connect with people who are working on similar issues and schedule a meeting with them.
- **Host another Dialogue Forum:** build on the outcomes of your Dialogue Forum and host a new one to take the conversation further. Invite new participants to bring in different perspectives and angles to your idea!
- **Create a campaign:** this is a great way to draw attention to your idea. Use social media platforms and local newspapers to spread your message.



COMMUNICATION & DISSEMINATION

One of the easiest ways to raise awareness and communicate the impact of a Dialogue Forum is through social media. If using hashtags, remember to communicate these at the very start of the Dialogue Forum.



Suggested tweet:

Today, we are using the #dialogueforum tool to discuss (idea) to address (problem). We hope for an #engaging and #empowering dialogue together with (tag stakeholders, organisations or institutions).

Suggested hashtags:

#YouthCanFixIt

#Youth4Dialogue

#Dialogue#Change

We encourage you to share the outcomes of your Dialogue Forum. To access our social media visual templates, click [here](#).

Below are some suggested tweets and hashtags that you can use to disseminate your Dialogue Forum and its outcomes!



Tips for social media

Create a social media page/group and invite people to join (i.e. Twitter, Facebook etc.), identify and create useful hashtags, produce and share content and collaborate with social media influencers.



Suggested tweet:

And that's a wrap! Thank you to (tag stakeholders, organisations or institutions) for an inspiring #dialogueforum on (idea). The participants committed to several #action points, and we're excited to follow them through towards real #progress and #change!

Want to explore more?

Below are two youth advocacy toolkits for young people who want to start their own campaign or initiative. Use them as inspiration!

[Advocates for youth toolkit](#)

[UNICEF UK youth advocacy toolkit](#)



MODERATOR GUIDE



Moderators play a crucial role in the Dialogue Forum, as they help to direct and sustain the flow of a conversation and promote equal participation. Moderators can also help summarize and capture the outcomes and key discussion points of each Dialogue.

To prepare moderators, organisers should share the following resources: the moderator guide, the moderator cards and the Dialogue Forum videos. The organisers can also provide a moderator training session before the Dialogue Forum. This can include a walkthrough of the Dialogue Forum tool and the different activities, a briefing of the topic or idea that will be discussed and an open Q&A for the moderator(s). A 1-hour session should be sufficient.

WHAT IS THE ROLE OF A MODERATOR?

The key role of the moderator is to guide participants through the Dialogue Forum activities, promote equal participation and help create a safe space where participants feel comfortable sharing.

- Moderators establish ground rules with participants to ensure that all participants feel safe and engaged
- Moderators provide guidance and instructions on how to execute each Dialogue Forum activity
- Moderators can engage as a participant in the discussion as well and play both roles
- Moderators promote equal participation of all participants, including by providing those speaking less with an opportunity to contribute.
- Moderators ensure the session runs smoothly and according to time
- Where possible, moderators summarize the main points of discussion and ensure the group is on the same page.

WHO CAN BE A MODERATOR?

By breaking down the Dialogue into a series of pre-defined steps and developing instructional moderator cards, the moderation can be standardized and simplified. This means any person, regardless of age and expertise, can be a moderator.

“The tool can precisely be used to have an issue, unpack it, revisit it and consider what can we do next and what can I do in the end.”

Angel

MODERATOR CARDS

Both tools are accompanied by a set of moderator cards which provide guidance on how to execute each step of the Dialogue Forum. The cards include the name and goal of the step, a description of the activity, the duration of the activity, speaking points for the moderator, and illustrations of where the activity is being performed on the canvas.

Title of the activity

Length of activity 2 minutes

Activity goal

Illustration of the activity and location on canvas

Speaking points and instructions

Welcome and overview
Goal: Welcome participants and give a short introduction of tasks

1. Welcome participants

1. My name is _____ and I will be your moderator today. Today, we will connect with others, discuss an idea, and collaborate on actions.

2. Point to canvas & cards

2. Together, we will go through 5 activities in two hours:
(Point to numbers on the canvas with corresponding cards)

1. Get to know each other a little better,
2. Explore why we care about this idea,
3. Look at obstacles and opportunities of the idea
4. Identify relevant factors the idea needs to consider;
5. We will identify actions everyone can take, and actions each of you can do to create progress.

1

Moderator tips & tricks

- Get to know everyone on a human level first** (build relationships before the session and in the breaks)
- Encourage different points of view:** groups may become focused on one common perspective or point of view on a topic. Encourage participants to consider perspectives not represented at the table, or to think about what a contrasting point of view might be. This can result in more dynamic dialogue and inclusive decisions.
- It's not your job to know all the answers, but you can ask questions:** when asked a question, don't hesitate to turn the question around and open the floor for any participant to respond. This gives others the opportunity to share their knowledge and you the chance to learn something new.
- Try to connect ideas:** some participants may share similar thoughts or ideas. Try to connect these thoughts and point out recurring themes to participants.
- Don't be afraid of silence:** it might feel awkward, but silence can be an opportunity for participants to reflect and think of their answers. An easy solution is putting on some background lo-fi music (on low volume) to cut the silence.
- Don't be afraid to ask for help:** taking on the role of moderator can sometimes feel overwhelming. Don't be afraid to ask your fellow participants for help. This can include sharing the role of moderator, asking one person to take notes or to summarize the discussion, and engaging the organiser for additional support.
- Make time for breaks:** breaks can serve several purposes, to network with fellow participants, to take a mental and physical break from the discussion, and to reflect on what was discussed. Be sure to integrate a 5-10 minute break during the Dialogue Forum.

What to do if...

If one participant is dominating the conversation: thank the participant for their contributions and redirect a question to another participant.

The discussion is not flowing: consider asking prompting questions to the participants to stimulate discussion. You can also ask participants if they have any questions or comments for their fellow participants. Prompting questions include:

- Can you elaborate on that?
- What does success look like with this idea/initiative?
- What should we do first?

There is a quieter participant: build in opportunities for quieter group members to contribute by asking a question and inviting each participant to contribute one at a time. Remember, speaking aloud isn't always a preferred mode of communication for some people, make space for participants to reflect and write their answers first.

You're worried about going over time: consider asking a participant or observer to help you keep time.

WHAT'S NEXT?



Now that you have learned about the Dialogue Forum process and tools, it is your turn to host your own Dialogue today! On the [EAT website](#) you will find instructional and motivational videos to accompany this Guidebook, as well as downloadable packages for both the physical and digital tool. Join the Dialogue Forum community and be a part of co-creating change.

“It's not so scary to connect with policymakers when you use the dialogue forum tool..”

Norway Youth Alliance member

Join the Dialogue Forum community today!

#YouthCanFixIt



APPENDIX A

Invitation template

Your invitation should include the following:

- Include the objective of the session
- Who is organising and why
- Who else will be there (if you know)
- What you hope this person can contribute i.e. why are you inviting them?
- What you hope to achieve with this dialogue

Sample Template

Dear _____,

We are pleased to invite you to a Dialogue Forum on **[insert date]**, where participants will be invited to explore **[insert topic of theme]**. The Dialogue Forum is an inclusive space for dialogue across generations and sectors, and has been designed as part of CO-CREATE, a research project funded by the EU Horizon 2020 program, which aims to reduce overweight and obesity among children and adolescents by co-creating policy ideas with adolescents themselves.

As a key stakeholder in this field, we would like to invite you to the Dialogue Forum, where youth will present the policy ideas that they have developed, and where you will collaboratively refine these ideas, identify obstacles and opportunities, and possible follow-up actions.

The Dialogue Forum will be held at **[insert location or digital platform]** and will last approximately 2 hours. The collaborative nature of the dialogue encourages participants to share their perspectives, expertise and lived experience to co-create more informed ideas, and explore how they can be advanced through concrete actions by each participant. A specifically designed Dialogue Tool will be used, which enables a respectful and insightful Dialogue between all participants and which focuses on listening and valuing the different perspectives that are present around the table.

The Dialogue Forum will take place on **[date and time]**. The Dialogue aims for balanced representation across ages and sectors, so we ask that you please confirm your attendance by **[date]**. A follow-up email will be sent to confirmed participants and will include a Pre-Read

Thank you for your kind consideration. We look forward to hearing back from you soon!

Best regards,

ACKNOWLEDGEMENTS

The Dialogue Forum has been a result of a longstanding collaboration between EAT and the 14 partners in the CO-CREATE project. EAT would like to recognize the contributions of all partners, Dialogue Forum organisers and participants who have been engaged in this process.

EAT would also like to recognize the external partners who have contributed to this work. Duane Saunders from DS Media for producing a captivating video series, and Designit, for their role in producing the Dialogue Forum tool, accompanying materials and many of the visuals you see in this report. A special thank you to Manuela Aguirre, Henriette Marki and Angel Lamar.

A final thank you to colleagues at EAT who supported the design, implementation and evaluation of the Dialogue Forum, as well as those who helped write this Guidebook.

The CO-CREATE project and Dialogue Forum have received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 774210. All Dialogue Forum methods and materials can be used free of charge, in a non-commercial way, and are licensed under a Creative Commons Attribution, Share-Alike license. CO-CREATE and EAT must be credited and the "Dialogue Forum" title must be licensed using identical terms.

Thank you!

