

Methodology for HUB sessions

Introduction

The HUB sessions in the 2018 CEMR conference on equality, diversity and inclusion will feature elements of the World Café methodology, with a twist. Projects and good practices on different topics will be presented by towns, cities and regions from across Europe at each table. The short presentations will be followed by discussion with participants. The HUB space provides local and regional governments with the opportunity to present their work, learn from each other and to network through dynamic dialogue.

Discussing in small roundtables gives participants the opportunity to focus on a specific topic and deepen the conversation. Moreover, as participants will meet different people, new ideas can be generated. As a result, brainstorming is more effective and participants gain a deeper understanding and broaden their knowledge about a topic.

Process

1. Upon entering the room, participants will be divided into groups. Each table can accommodate 10 participants. The moderator will explain to participants how the session will work and provide instructions (5 minutes).

There will be **2 rounds** lasting **40 minutes each**. This way participants can discover practices at **2 different tables** during the session.

2. Presentations at each table will address the themes listed in the background document. Two projects/good practices will be presented per table, each lasting 7-10 minutes, and will be followed by **20 minutes of peer discussion**. Discussion should seek to identify challenges to achieving a goal/policy objective, solutions, focus especially on solutions and ideas that can be applied in other contexts (i.e. **transferability**), etc.

- What are the challenges encountered?
- What were the risks?
- What are the success factors?
- Do you have a similar project in your town, region?

In order to guarantee a fruitful discussion, participants should focus on the topic and express their thoughts as clearly as possible. Participants will be asked to listen actively to others. During the discussion, each participant is encouraged to note, doodle and draw on sheets of paper some key ideas which emerge in order to share them with the following participants. Note-taking materials will be available at each table.

3. After the 20 minutes of discussion, participants will be given the signal to **move to another table and repeat the process**. The discussion following the presentation(s) during the second round should seek to build upon the points already noted from the previous discussion round.

4. The **last 30 minutes of the session** will be dedicated to summarising the discussions from each table. It will be necessary to identify one facilitator per table to collect the key points and report back to the room. Facilitators will report back to the room (2-3 bullet points, key “takeaways”) in a short **three-minute intervention**.

Language foreseen

English

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