Convening and Deliberating National Issues Forums
Getting the Word Out

• Announcements on:
  – Departmental websites
  – Student newsletters in the Library system
  – Departmental List-servs
  – Community groups (Village Square)
  – Once participant list is created; send reminders/update emails
Engaging in Deliberative Discussion

• Ice breaker and moderator introductions
• Starter Video
• Introduce the topic and proposed solutions
• 20-25 minutes of deliberative discourse per proposed solution
• 20-25 minutes to discuss common thread among different solutions
• Post forum questionnaires
Recording and Reporting

• Volunteer recorder typed a summary of the dialogue as the forum took place
• Post forum questionnaires (sent to Kettering)
• Typed summaries sent to Kettering detailing our efforts
Final Preparations

- Prepare your deliberative space appropriately
- Good signage is key
- Make sure to have ample and convenient parking
- AND...Don’t forget the food
Lessons Learned

• Start recruiting as soon as you have a date set
• More is better, people will inevitably miss the date so recruit more than you need
• Expand awareness tools to include radio and newspaper coverage