1 AGENDA

Knowing exactly how you want the activity to progress will make your life easier and will give you a reference point, if necessary. Time management during the round table will also be easier!

This method allows you to:
- Support your animation on a predetermined baseline and manage the time in a structured fashion
- Have a smoother session
- Maximize discussion time and focus on what truly matters

What you can do:
- Establish an agenda and set enough time for each section
- Make a detailed schedule and set time for:
- Welcoming participants and presenting the agenda
- Presenting participants
- Presenting and discussing each question
- Outlining the questions
- Taking multiple breaks, if necessary
- Explaining your role as a moderator: your role is crucial during a round table

Sources:
Voir fiche Animer une table ronde – Sources

2 AGENDA

During the round table:
- Present the activity, the goals, the rules and the agenda;
- Manage the time;
- Manage the group dynamic: maintain order and respect during interventions, start debates, suggest a reflection period, etc.; and
- Write out your role and involvement so you can share it with participants.

Establishing and writing the rules about how to participate in a round table. The rules about speaking:
- The number of times one person can speak
- The time allowed for each participant or for each intervention…
- Raising hands, going around the table, using a talking stick…
- Alternating between man and woman…

The rules about the group dynamic:
- Respect of others (opinions, speaking turns, listening and having an open mind…)
- Not interrupting someone when they're talking
- Talking only for their own self and not for others or the group…

Sources:
Voir fiche Animer une table ronde – Sources