



1

IMPLEMENTATION

Choosing participants and the meeting place's accessibility and location will impact the progress and achievement of the objectives of the round table.

This method allows you to:

- Make sure the location is accessible and comfortable for participants.
- Ensure the activity's proper functioning and goal achievement
- Enable a wider range of possible answers

What you can do:

Create the agenda for the round table

- It's better to have small/medium groups of participants (under 20 participants)
- Target those who will participate in the round table according to the objectives of the activity
- Set the time: allot time for each question and the time span for each participant's speaking turn

Sources:

Voir fiche Animer une table ronde – Sources



2

IMPLEMENTATION

Establishing where the round table will take place

- Focus on accessible locations for every participant (example: people with reduced mobility). Verify the presence or lack of stairs and/or adapted structured and tell participants in advance if the location is or isn't accessible to everyone.
- Choose a location where you can move the furniture around.
- Tables and chairs can be placed in a circle or square.
- Choose a location with enough space to accommodate the number of participants.

Sources:

Voir fiche Animer une table ronde – Sources