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FURNITURE ARRANGEMENT

Having the furniture already arranged in a circle before participants' arrival to the round table sets the right tone to get the job done. You can also observe participants when they arrive and their interactions to better understand the group dynamic from the start.

This method allows you to:

- Encourage participant's active listening and participation
- Ensure a smooth discussion flow
- Avoid wasting time because of malfunctioning equipment and/or lack of materials
- Respect the equality of every participant

What you can do:

- Arrange the chairs and tables in a circle before the beginning of the meeting or with the participants, depending on the context. This will simplify discussions and allow everyone to see and hear clearly

- As the moderator, you can sit around the table with the participants
- Use similar furniture for every participant

Example: a chair with cushions amongst wooden chairs can be considered preferential treatment

- Make sure you have all your equipment and that it works
- Make sure you have:
 - The meeting plan
 - The questions, rules and agenda
 - A timer, a clock, a watch.... to manage the time efficiently
 - The AV material and other equipment, if necessary

Sources:

Voir fiche Animer une table ronde – Sources