TOOL WORKSHEET 1 ANIMER UNE TABLE RONDE

1 BEFORE IT STARTS

What is a round table?

- It's a form of meeting as well as a consultation method.
- A round table gathers a group of people around a table.

Round tables can take two different shapes:

1) Focused on presentations
- Three or four experts answer a series of questions.
- The questions are identical and shared in advance with each expert.
- Participants answer the questions in their presentation.
- Presentations are generally presented in the form of a conference.
- A discussion period led by the moderator follows each presentation.
- The round table ends with questions from the audience.

2) Focused on discussions
- Participants share and debate their opinions around a series of questions.
- The theme must be interesting for every participant.
- Every participant can't have the same opinion about each topic.
- Ideally, the questions are shared in advance with the participants so they can prepare, do some research, etc.

Sources:
Voir fiche Animer une table ronde – Sources

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2 BEFORE IT STARTS

Conducting a round table allows you to:

- Consult many people to gather information.
- Create a platform where participants can discuss and debate their opinion.
- Give participants the chance to suggest ideas on a given topic or series of questions.

How many people participate in a round table?

- The number of participants can vary from 3 to 15 people
- Avoid bigger groups (more than 15 people)

What are the basic elements of a round table?
- Equality amongst participants is a core principle during a round table
- You have to establish the goals and questions related to the topic in advance
- The moderator should always set the questions in advance

If the round table doesn't meet your needs, you can check the following guides in the Resources and Tools sections to find methods that could work better for you.

Sources:
Voir fiche Animer une table ronde – Sources