**World Cafe Info for Co-Hosts**

**GFM National Staff Conference 2016**

**Wednesday 3:45-5:45pm**

**3:30pm** Co-hosts make sure room is set up well.

**3:40-3:50pm** Co-hosts stand near door and welcome people as they enter the World Cafe room, inviting them to find their partner and table group. Copies of the “seating chart” will be on each table. Co-hosts can also help guide people to the right table.

**3:50-4:00pm** Co-hosts welcome everyone and pray. Introduce the World Cafe topic, and explain the process. Make sure everyone has a copy of the World Cafe guide for your topic (on tables). You could elaborate a bit about the topic, why we wanted to host a conversation about this topic, why it’s important, etc. Take a few minutes to review the process (how it will work), and ask if there are any questions.

Co-hosts keep time and give instructions for travelers to move to next table.

If co-hosts would like to join the rounds of conversation, you’re welcome to add yourself to a group as a 5th member. Just make sure one of you is keeping time!

**4:00-4:20pm** Round 1 discussions (instructions are included in your WC guide about which questions to discuss in each round. Each World Cafe topic has decided to approach the rounds a bit differently).

**4:20pm** the pair of “travelers” at each table moves to the next highest number table. The “home” pair stays in place for all 3 rounds.

**4:22-4:42pm** Round 2 discussions. This includes sharing highlights from round 1.

**4:42pm** the pair of “travelers” at each table moves to the next highest number table.

**4:44-5:04pm** Round 3 discussions. This includes sharing highlights from round 2.

**5:05-5:35pm** Co-hosts lead 30 minute debrief of the World Cafe conversations. The idea is to “harvest” the riches of the conversations that took place at tables. You could invite each table group to share 1-2 highlights from their conversation, 1-2 key questions from their discussions, and 1-2 practical ideas that emerged. Take notes on easel paper—either words or images or both. Invite the whole group to note common themes and ideas that resonated with multiple groups, and to note creative ideas or questions that stood out. As co-hosts, feel free to respond to comments and engage with the group as God leads you.

**5:35-5:45pm**  Co-hosts invite everyone to debrief for 10 minutes with their partner about how you participated in the World Cafe. Debrief how you felt about your own participation and listening, and offer feedback to your partner about their participation and listening. In giving feedback, encourage people to share 3 positives and 1 way to improve.

**5:45pm** Conclude the World Cafe. (dinner starts at 6pm).