FOSSIL FREE RESEARCH

Meeting Facilitation Guide

Before the Meeting:

- Scheduling the meeting – make sure that all meeting participants are given adequate time to share their availability when choosing a time to meet via when2meet or a similar service. Ideally meetings are scheduled a week in advance, and no later than 48 hours in advance of the set time. Do your best to accommodate the schedules and time zones of all participants. Respect self-care and resist grind culture by doing your best to avoid scheduling meetings on weekends and at odd hours, especially for recurring meetings. Meetings at odd hours/on weekends aren't always avoidable, but should be treated as an exception rather than a norm.
- Touch base with the previous facilitator to get insights, see what's on the bike rack/important to bring up for discussion in the next meeting
- Create an agenda for the meeting. Agenda should include:
    - List of (A) Facilitators [you!] (B) Note-Taker [you should designate beforehand] (C) Time-keeper [you can designate before or during meeting at the beginning]
    - Agenda: Breakdown of conversations/activities into specific time blocks for the meeting (typically 1 hour with first 5-7 minutes as welcome/check-in/icebreaker and last 5-7 minutes for action items and close)
    - Space for (A) Participants (B) Notes (C) Action Items (D) Designation of next meeting's facilitator (E) Bike Rack [if relevant, list things that come up in convo for the next time and/or future discussion agendas]
    - [Example](#)
- At least 2 days before the meeting solicit priorities for the meeting in the relevant slack channel/group chat
- At least 1 day before the meeting come up with a draft agenda and share in the relevant slack channel/group chat for any final feedback
- Designate a note-taker for the meeting beforehand and a timekeeper either beforehand or at the very beginning of the meeting. Finding a note-taker should take priority over finding a timekeeper.
- At least 1-3 hours before the meeting send out a reminder with the Zoom link in General channel of the Slack (and anywhere else that makes sense) reminding people to join; feel free to send an additional bump in the 3-5 minutes before the meeting begins

Beginning of the Meeting:

- Send a link to the meeting agenda in the Zoom chat
- Play music in the zoom room as people file in
- Do introductions (via chat if the group is large), include a fun/creative icebreaker]
- Set expectations for the call
    - Turn your camera on if comfortable/possible. This is a space where everyone is welcome and deserves to feel safe. If you find yourself talking often, take a step back and let someone else share. If you find yourself staying quiet, we welcome you to contribute. Feel free to use the chat if you'd rather not speak.

Throughout the Meeting
- Maintain a warm, welcoming, and positive atmosphere
- Keep an eye on the agenda and make sure everything is addressed
- Make sure everyone's voice is heard and that all participants (especially new members) are engaged

End of Meeting
- Ensure a clear understanding of what the action items are, what needs to happen to complete them, and who is responsible for seeing each action item through
- At the end of the meeting, designate & then touch base with the next facilitator / set next meeting time
- Do a brief closeout activity. (*At many FFR meetings we like to go around the zoom room and ask everyone to share a random word that comes to mind, but feel free to get creative/come up with something else*)
- Send a quick recap featuring key outcomes/decisions from the meeting and a list of action items from the meeting in the Slack channel, tagging people with their designated action items, (quick turnaround > perfection).

Tips:
- Remember that the facilitator should be making space for people to engage in the meeting; try to encourage voices that aren't sharing to do so
    - You want to try to get everyone speaking without making people uncomfortable or self-conscious about speaking too much/too little
    - To avoid calling out quieter people but engage them in conversation, you can use the tactic of having everyone go around to answer the question and/or have people put their thoughts on something in the chat
    - To avoid shutting down louder people, you can use similar tactics to those above and also ask for direct responses to what a vocal person has said from people who haven't spoken as much yet
    - Don't be afraid to sit in awkward silence for a little while until someone new feels compelled to speak
- If nobody is speaking:
    - Trying using specific identifiers to compel people to speak "can someone with a June birthday answer this question" "share the answer if your favorite color is purple"

- For meetings with larger groups
    - Consider incorporating breakout rooms into the agenda to allow as many people as possible the opportunity so speak/ feel heard during the meeting
    - Consider introducing chat norms, such as * if you want to speak and using the "+" to agree with/amplify what someone else is saying.
- Avoid side conversations / chats while you're facilitating; your focus should be on being the "ear" for the group
- Make sure to be affirming of people's ideas and help build bridges, not divides, in conversation i.e. ask people if they have follow-ups on what someone said before if an important thought gets lost
- Guide the conversation toward meeting the goals at hand (think: does a concrete product need to come out of this like a document or decision? If so, what steps need to be gone through by the group to reach a consensus there? What will be the marker of completing that task?)
- Believe in yourself! :) if you're doing you're best, you're doing a wonderful job <3

Additional Resources:

This guide is heavily inspired by the AAP Facilitation Guide, and from FFDH