



IPN2018

17-19 October 2018

GUIDELINES FOR IPN2018 CAFÉ OWNERS

Many thanks for your contribution to the IPN2018 Conference.

Please refer to the information below to help prepare for your role as CAFÉ OWNER during the Café Conversation Sessions on 18th and 19th October 2018.

The purpose of the café conversation session is to provide an opportunity for several partnership projects - many of whom are Global Best Award Winners - to present their work in an interactive manner.

The concept of Café Conversations will be introduced in plenary prior to delegates dispersing to visit the cafés.

CAFÉ CONVERSATION ROLE PLAYERS

1. Theme Facilitator (the overall facilitator of this session)
2. Café Owner (this is you)
3. Café visitors (these are conference delegates)

CAFÉ CONVERSATION STRUCTURE

- Each table in the room is a café.
- You will be allocated a table where your café conversation will be held. Each table will accommodate approximately ten delegates.
- You will present three or four times during your café hosting. (You will remain in your designated café and delegates will move around the room.)
- Delegates will visit four cafés of their choice for a limited period of time. (Each café session will last for 20 minutes in total)
- When delegates arrive at the café, the café owner has ten minutes to present his/her Project. A further ten minutes will take the form of an open conversation facilitated by the café owner.
- After the ten minutes allocated for the open conversation, the café visitors will move on to the next café.
- The same procedure is followed at the next café with pertinent points raised by previous groups noted, and the discussion continued based on these points.
- If your café presentation involves a PowerPoint or Video Presentation please note that you will be required to provide your own laptop. As groups will be small your laptop screen will be sufficient.
- Please ensure that you have a supply of any literature regarding your 'café' (i.e your partnership project) which you would like to distribute to the 'café visitors'.