

Community Dialogue Checklist

Before:

- Determine the locations, dates and times of your sessions (target the main hubs in your region)
- Book the venue (look for a convenient, comfortable, wheelchair-accessible location in your community)
- Prepare a budget
- Inform ESIC of the dates and locations of your sessions (as well as a back-up plan in case of storms)
- Prepare a list of required volunteers (welcome, snacks, table set-up, sound, microphone, host, etc.)
- Recruit facilitators and note-takers (provide brief training if necessary)
- Promote (encourage local newspaper and radio interviews, share on your social networks and with partners)
- Order and pick up refreshments
- Set up the room (10 tables, paper, pencils, pens, whiteboard, Q&A document)
- Take time to review the checklist for public dialogue facilitators

During:

- Notify of time remaining before beginning 5 minutes in advance
- Welcome participants, do the introduction, do presentations
- Go over the rules of dialogue (explain the “parking lot”) with participants, as well as the definition of the ESIC Act
- Make sure all participants have a chance to express themselves by doing regular rountables
- Pause to allow people to enjoy refreshments and use the “parking lot”
- Write down participants' answers
- Encourage people to promote the online questionnaire to other people who couldn't attend
- When all is over, thank participants for their collaboration and give closing remarks (preferably a CSR representative)

After:

- Gather all documents and other notes from the dialogue (make sure no ESIC documents are left in the room)
- Send all information (answers) to ESIC within 24 hours