



The WHO PARTICIPANTS FOR DIALOGUE

Who do you want to involve in this conversation?

ENVISION YOUR IDEAL PARTICIPANTS

HOW MANY? More is not necessarily better! A dialogue can be 2 people or 200 (or more). Think about purpose, objectives, and the structures you will use.

Keep in mind: 8-10 is the maximum that can engage in an intensive whole-group oral conversation – but with digital modalities, more can be included. For breaking into small groups, think in multiples of 3, 4, or 5.

PARTICIPANT PROFILES. What is important to you in terms of identities, ideologies, education, experiences, and degree of familiarity with the topic, with one another, and with dialogue?

Think about **differences** that are important for your topic + purpose, as well as what **shared** abilities, knowledge, experiences, identities, or ideologies are helpful.

INCLUSION/EXCLUSION. Consider who your dialogue as currently conceived excludes, and for what reasons. There may very well be people you do not want to include – that is okay!

If there are folks you would like to include for whom **accessibility** (physical, intellectual, logistical, financial, etc) may be an issue, how can you reconceive your plan?

RECRUIT

ALLOW PLENTY OF TIME. Make sure you reach out well in advance. Send reminders as needed!

BE CLEAR ABOUT YOUR ASK. Make sure people understand the topic + purpose + logistics (time, date, duration) + what will be required of them in terms of participation (degree of vulnerability, confidentiality, etc).

OVER-RECRUIT. Expect people to drop out last minute. If possible, have a core group you can count on + a plan for adapting to either fewer or more participants than expected.

PREPARE TO DIALOGUE

GATHER what you need from participants:

Relevant information about their identities, prior knowledge, ideologies, degree of familiarity, etc.?

Accessibility needs? (incl. allergies!)

Input on dialogue content, questions, or approach?

SHARE with participants what they need to know:

Logistics. Confirm details + send reminders re: date, time, location, space, food, etc.

Content. Share the agenda + norms ahead of time. Preview the prompts + structures.

OTHER OPTIONAL “WHO”S TO CONSIDER

PARTNERS/SPONSORS provide direct support with e.g. funding, logistics, recruitment, promotion, etc.

ADVISORS provide guidance + resources (but not direct involvement) on content, planning, facilitation

PRESENTERS help frame the dialogue by providing e.g. norms; historical context; key terms/texts; etc

CO-FACILITATORS help lead small groups or manage larger groups. Think about how you will recruit + prepare + support them!

AUDIENCE MEMBERS observe the dialogue without participating in it to the same degree. Consider how you'll include + engage an audience, as well as whether you are prioritizing participants or audience.