

# COLLOQUY DOWNEAST

## PLANNING AND FACILITATING A COLLOQUY

### I. PLANNING ADVICE FOR FACILITATORS

If you have an idea for a colloquy...

- First, prepare a **proposal** to be reviewed by the steering committee for approval. (See [Structure for a Proposal](#))
- Once approved, the committee works with the facilitator to **coordinate mutually convenient dates and times** for their meetings.
- A typical colloquy consists of **four two-hour sessions**, scheduled for four consecutive weeks.
- It's helpful to outline the four weeks and designate materials, such as reading assignments, for each week. This **syllabus** will be posted on the Colloquy Downeast website with the description of your colloquy.
- **Supplementary materials** such as articles, video clips, films, names of outside speakers, or anything else related to the topic, can be added later.
- Facilitators are asked to provide a short (two to four sentence) **bio**.
- Most colloquies are limited to **15 participants**.
- Most colloquies are **hosted** in the Blue Hill Library's Howard Room.
- **Audio visual equipment** is available. A library assistant can help the facilitator or "handler" with set-up.
- Facilitators will select **in-person, hybrid, or Zoom** option for their colloquy.
- Facilitators will be given a list of **registrants** with contact information.
- Facilitators are encouraged to **communicate with their registrants** before the start date.

## II. GUIDELINES FOR FACILITATING A COLLOQUY

- Create a **syllabus** for all four weeks of your colloquy. This can be formal or informal.
- Prepare any other **supplemental materials** and send via email or hand out at the first session.
- Foster an atmosphere of **welcome and respect**. Introduce yourself and ask each participant to introduce themselves. Many facilitators use name tags.
- Go around the table and ask participants to speak about their interest in the colloquy.
- Lay out any **ground rules**. (See Guidelines for Participants)
- Review schedule of meetings. Explain how you'd like sessions to flow.
- Focus on **dialogue and conversation**, avoiding lectures whenever possible.
- Offer a short break at the end of the first hour.
- Remind participants of plans for the following week.