

4.2 Open Forum

Trainer's Note

Session at a Glance:

Content	Activity	Time
1 Introduction	Brief Oral Presentation	5 minutes
2 Open Discussion / Q&A	Facilitated open discussion on any question or point	80 minutes
3 Conclusions	Brief Oral summary of main points	5 minutes
Total Session Time: 90 minutes		

Required Materials: 4.2 PPT session title slide, stiff index cards or note cards (about 100), clean flip charts, and markers.

Trainer's Notes:

1. Introduction

This session is an open forum for discussion of any Sphere-related topic that participants may have. If there are several questions or issues that have been already raised, stored in a "bin" for further discussion, or similar, you can go directly to these points. It is likely that people may have questions that they would like discussed, but which they might not feel comfortable sharing in plenary. One good technique for dealing with this is to distribute index cards to each participant and ask them to write out any one or two questions that they would like to have answered or discussed by the group. Give the participants a few minutes to think and write out their questions. Collect all of the cards and use them as a prompt to pose questions to the group.

2. Open Discussion / Q & A

This part of the session is a general review and discussion of the questions posed by the group. Use flip charts to catch the main heading of the questions being asked or discussed by the group. As the discussion progresses try to structure the comments of points into natural groups as far as possible - for example questions about technical points by sector might be put together, questions about global application issues or the overall approach might be listed together, there are typically some math and or calculation questions at this point which can also be put together on one flip chart.

3. Conclusion

This part of the session is simply a quick review of the flipcharts generated in the session and a review of the basic points or answers that came out of the discussion.