

Cafecito Roundtable Presenter Guide

Overview: A Cafecito roundtable is a dialogue. It is *a collective process in response to a question proposed by the convener.*

These conversations are carefully selected by the same ILA volunteer team that supports the ILA Dialogue Lab.



As convener **you are a facilitator of a dialogue**, not a speaker, presenter, or expert with the answer. This is a time to connect and converse with curiosity over questions of leadership. Trying to force a traditional/formal presentation is antithetical to the purpose of this session. The only way to prepare is to brush up on great facilitation skills, not content ideas. The content comes from the participants who show up and the emergent dialogue.

Each dialogue will have an assigned table (your Cafecito title or number will be on the table) in your room during your time block. The 60-minute session will be divided into **two, 27-minute time blocks**, which will give attendees the opportunity to visit two tables/discussions if they choose to rotate. We'll allow ~3 minutes for attendees to rotate between tables.

Here are a few things to remember as you plan for your session:

- Prior to the conference, quiet the voice in your mind telling you to prepare content, and amplify the voice that says, "I can't wait to learn from our wisdom in shared dialogue."
- As you prepare for your session, remind yourself that you are serving as the convener, which means your primary role is to create a space in which participants want to engage. Your ability to welcome, invite, and listen are critical to a successful Cafecito.
- **Arrive 5-10 minutes early** so you can find your table (your session title and/or number will be on the table) and be prepared to begin at the scheduled start time.
- At the beginning of each 27-minute time block, welcome everyone to your table.
- Introduce yourself as the convener and **read your question for the dialogue**. Then invite participants to share their thoughts/questions/ideas to open the dialogue. A signal will sound at the end of each time block so participants can switch to another dialogue, if they choose to do so. If anyone chooses to leave, thank them for their participation.
- After ~3 minutes or when participants arrive, begin again with a brief welcome to the new people and **reread your question for dialogue**. To create connectivity, you could invite another participant or two who stayed at the table to offer a few highlights from the first portion of the dialogue.

- Formal presentations are antithetical to the purposes of the Cafecito session. We invite you to let go of any impulse to be the center of attention. For example, consider the ratio of your speaking to the participants speaking (aim for at least 1:4). The more you can prompt dialogue through inquiry and open-ended questions, the better.
- **No electricity or AV equipment will be provided or used.** Please honor the goal of human connection and focus inherent to this format and do not bring your laptop!

