



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 your purpose + objectives + 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 small groups, think in multiples of 3, 4, or 5.

#### PARTICIPANT PROFILES.

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

Think about what specific difference markers matter 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.

**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

#### What do YOU need to know from them?

**RELEVANT INFORMATION** about their identities, knowledge, ideologies, familiarity, etc.?

**ACCESSIBILITY NEEDS?** (including allergies!)

**INPUT** on dialogue content or approach?

#### What do THEY need to know from you?

**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, and/or facilitation

**Presenters** help frame the dialogue by providing e.g. dialogue guidelines; historical context for the topic; explication of a theoretical framework; etc

**Co-facilitators** are present at the dialogue to 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 will include + engage an audience, as well as whether you are prioritizing participants or the audience.