

# MEETING DESIGN GUIDELINES

**Begin with people's experiences.**  
Acknowledge Challenge. Express Empathy.  
Narrate Hope. Enable Choice.



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## 1. EXPLORE



**Use your knowledge in flexible ways.**

- Allow people to explore the issue by presenting them with materials and relevant data.
- Pose open-ended questions to collect initial thoughts and warm up the audience to the topic.
- Use boards, charts, maps, brown paper, etc.

*\*During registration process, while people arrive.*

**Example:**

- What is your favorite thing about...?
- What places do you frequent the most...?
- What is missing from...?

## 2. SHARE



*Welcome participants and provide context (5 minutes max.)*

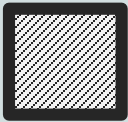
**Enable discussion. Enable community.**

- Allow participants to connect with one another and share their experiences/views about the issue.
- Form small groups and use open-ended questions to generate discussion. (20 minutes recommended)
- Groups report back; write down main ideas.

**Example:**

- SWOT (strengths, weaknesses, opportunities, threats) Analysis

## 3. CONNECT



**Connect people's experiences with theory and research.**

- Present formal presentation. (20 – 40 minutes)
- Add new information and theory, find patterns, connect the dots. Supplement people's experiences with technical elements.

**Use the Empathetic Bridge**

- Acknowledge the Challenge
- Establish an Empathetic Connection
- Find Sources of Hope
- Create Opportunities for Agency

## 4. REFLECT + NEXT STEPS



**Space for feedback about the direction of the process.**

**Open discussion with the public:**

- What is missing? What was new?
- What questions remain?

**Next steps & Timeline**

- Explain where we are in the process
- Set people's expectations
- Define role of community in the process
- Meeting evaluation: Plus / Delta

## \* HELPFUL TIPS



**Make it fun, engaging and interactive.**

- Allow time for set-up and modifications
- Consider "room flow" – What will make people feel welcome?
- Use visuals and signage
- Have greeters and engaging facilitation
- Bring speakers for background music
- Use nametags and sign-in sheets
- Provide food, water, cookies
- Raffle prizes at the end
- Provide incentives for participation (gift cards etc.)