**Convening a Food Systems Summit Dialogue**

**What is the Process?**

**Prepare**
- Learn about the method
  - Visit [summitdialogues.org Gateway](http://summitdialogues.org)
  - Read the Manual and Handbook
- Commit to the Principles of Engagement
- Join a collective training session
- Nominate your Curator
- Determine your Dialogue focus, date, location and support required

**Announce**
- Announce the Dialogue event on the Gateway so it is officially recognised on the Global Map of Dialogues

**Plan**
- Decide and invite your Facilitators & Participants
- Define your run of show including speakers and presentations
- Arrange diverse Discussion Groups & set Discussion Topics

**Host**
- Hold your Dialogue event
  - Note the diversity of Participants on the day
  - Gather Dialogue outcomes with your Curator and Facilitators

**Publish**
- Contribute to the UN 2021 Food Systems Summit by publishing your Official Feedback Form on the Gateway
- Share your Official Feedback across and beyond your network, on social media and go to [foodsystems.community](https://foodsystems.community) to actively share your Feedback with the Action Tracks, Scientific Group, Champions and beyond
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HOW TO ANNOUNCE A DIALOGUE AND PUBLISH FEEDBACK

PREPARE ANNOUNCE PLAN HOST PUBLISH

HOW TO ANNOUNCE A DIALOGUE ON THE GATEWAY

- Go to the Summit Dialogues Gateway Take Part Zone and complete the registration form under the tab titled “Register”
- Check your email to copy the one-time code and go back to the Take Part Zone to “Login”
- Click on “YOUR DIALOGUES” in the right-hand menu
- Click “CREATE [Independent or Member State] DIALOGUE”
- Complete Dialogue details
  - required fields: Dialogue title, Convenor, date and time
  - all other fields are optional
- Click ANNOUNCE

HOW TO PUBLISH OFFICIAL FEEDBACK ON THE GATEWAY

First, “Announce” the Dialogue. Once the Dialogue has taken place according to the date selected, the Official Feedback Form is activated

- Go to the Take Part Zone and click on “YOUR DIALOGUES” in the right-hand menu
- Click “COMPLETE FEEDBACK FORM” for the relevant Dialogue
- Complete the Feedback Form – there are 4 sections. There are no required fields
- Upload additional documents after the 4 sections
- Click PUBLISH

Official Feedback Form Structure

1. Participation Quantitative information about participants.
2. Principles of Engagement 3 questions, word limit of 300 per question.
3. Method Yes/No question. If no, describe in under 600 words.
4. Dialogue Focus & Outcomes Each response in section 4 can be tagged for Action Tracks and keywords.
  4a. Major focus Describe in under 600 words.
  4b. Main findings Describe in under 800 words.
  4c. Discussion topic outcomes Describe outcomes for up to 10 Discussion Topics in under 600 words each.
  4d. Areas of divergence Describe in under 800 words.