

# CONVENING A FOOD SYSTEMS SUMMIT DIALOGUE

## WHAT IS THE PROCESS?



**PREPARE**

- Learn about the method
  - Visit [summitdialogues.org Gateway](https://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

# HOW TO ANNOUNCE A DIALOGUE AND PUBLISH FEEDBACK



## 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.