

DIALOGUE RUN OF SHOW

THE STANDARD FORMAT

A Dialogue event features three core elements

- **Opening Plenary** to frame the focus for the Dialogue.
- **Discussion Groups** – discussions take place in smaller groups.
- **Closing Plenary** including a report back from each Discussion Group Facilitator

COVID-19 PRECAUTIONS

All in-person Dialogues must adhere to local rules, regulations and guidance in relation to the unfolding COVID-19 pandemic. Preparations for alternative plans should be made in the case of last-minute outbreaks e.g. moving the Dialogue online.

It is the Convenor's responsibility to ensure that risks are assessed and precautions are sufficiently in place before an in-person Dialogue takes place. Where necessary, Convenors should brief their support team and Participants about COVID-19 precautions and rules ahead of an in-person Dialogue. Please put safety above all else.

Although there is no optimal size or duration, the objective should always be meaningful exchanges between all Participants. In this regard, it is recommended that the Discussion Groups are allocated at least 75 minutes.

- **Recommended duration of event:**
2.5 – 4 hours (with at least 75-minutes for Discussion session)
- **Recommended number of participants:**
30 – 100 but can be more depending on the type of event (there may be higher numbers at some global and virtual Dialogue events)
- **Recommended size of Discussion Groups:**
8-10 members per group (not including a Facilitator and a note-taker)
- **Recommended frequency of Dialogues:**
Dialogues are most valuable when there are several in a series: each session builds on learnings from those which came before. Positive and sustainable system change can be encouraged through a progression of Dialogues in which stakeholders shape pathways towards food systems that will be equitable and sustainable by 2030.

STANDARD RUN OF SHOW OF A FOOD SYSTEMS SUMMIT DIALOGUE

🕒 2.5h – 4h



OPENING PLENARY

🕒 15 – 25 mins

- Curator welcome
- Speaker framing remarks

DISCUSSION GROUPS

🕒 75 – 120 mins

- 8-10 Participants per group
- Each Discussion Group has a Facilitator and a Discussion Topic

CLOSING PLENARY

🕒 60 – 80 mins

- Facilitator report-back
- Curator summary and close

STANDARD DIALOGUE RUN OF SHOW

SESSION	WHO	PURPOSE	DETAILS AND GUIDANCE	DURATION
Opening Plenary: Welcome	Curator	Model and set the tone, clarify aims and ambitions, make people feel included and excited.	Recognise and welcome all Participants. This is an opportunity to briefly present the agenda and (if applicable) high-level speakers are introduced. The Curator should remind all Participants that there is no attribution of comments made to individuals outside of the Dialogue event including via social or print media. This is known as the Chatham House Rule see Communications Strategy on page 26 for more info.	5-10 mins
Opening Plenary: Framing and Remarks	Curator and speakers	Frame the context and purpose of each Dialogue, keeping in mind change over a ten-year horizon.	Make a short and precise introduction touching on the challenges of aligning different food systems with the full range of the Sustainable Development Goals. Give a precise summary of the Dialogue theme and focus, delivered through an inspiring framing. When framing a Dialogue, Convenors are invited to make an ambitious projection of the future, looking ten years ahead. This is a chance to outline Discussion Topics and introduce Facilitators (as well as notetakers if they have been appointed). Any technical details for online Dialogues need to be explained.	10-15 mins
Discussion Groups	Facilitator and Participants	Facilitators breakout into Discussion Groups with approximately 8-10 Participants (plus a note-taker and Facilitator), focused on a Discussion Topic.	Encourage Participants to connect, examine the Discussion Topic, explore challenges, consider options, establish the extent of agreement and identify areas of divergence. Each Group has a different Discussion Topic that feeds into the overall focus of the Dialogue. Ensure equal voice and that all Participants are heard. Use prompt questions to keep the conversation moving and to bring those who are less vocal into the discussion. A note-taker assists the Facilitator in keeping a record of the discussion and outcomes.	At least one hour, ideally 75 -120 mins
Closing Plenary: Report Back	Facilitator and Curator	Facilitators summarize each Discussion Group.	Curator invites each Facilitator to report back (5 minutes each). Facilitators summarize a narrative, including points of agreement and disagreement and actions expressed in their Discussion Group. Facilitators are encouraged to reflect on the mood and how it may have shifted.	5 mins per Facilitator to report back
Closing Plenary: Weaving threads and close	Curator	Curators summarize Plenary feedback in a coherent narrative.	Curators summarise the main points by spotting patterns and making connections to identify possible actions. Curators close the session by reflecting on the future beyond the Dialogue. Participants are invited to continue to foster the connections made, to prepare for any future Dialogue and to take forward any actions agreed.	20 mins for Curator's summary