

STEP-BY-STEP GUIDANCE FOR CONVENORS

Key Steps in Organizing a Food Systems Summit Dialogue

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PREPARE

A Food Systems Summit Dialogue is an opportunity to explore food systems within a particular constituency, theme and/or location. Refer to the [Handbooks for Member State Dialogues](#) and [The Handbook for Independent Dialogues](#) together with this step-by-step guidance.

STEP 1 Sign up to the Gateway to access the Take Part Zone

The screenshot shows the 'Take Part' section of the Food Systems Summit Dialogues Gateway. At the top, there are language options: العربية, English, Français, Русский, Español. The main navigation includes Home, Overview, Engage, Explore, and a highlighted 'Take Part' button. Below the navigation is a breadcrumb trail: Home / Take Part Zone. The central content features a video player for 'FOOD SYSTEMS SUMMIT 2021 DIALOGUES' with a play button and a 'Watch on YouTube' button. Below the video player are 'Login' and 'Register' buttons, with the 'Register' button highlighted. Underneath is an 'E-mail' field with a red asterisk and a note: 'If you received your Dialogue invitation by email, please use the same email address when registering.' Below the email field is a 'Salutation' dropdown menu.

1. Go to summitdialogues.org and click on 'Take Part Zone'.
2. Click on 'Register' and complete the form.
3. You will receive a "Welcome email" inviting you to log-in to the platform for the first time.
4. Use your email address and click "Login".
5. You will receive a one-time code by email.
Note: the sender is "Food Systems Summit Dialogues". If you don't find it, please check your junk/spam folder.
6. Return to the Gateway and use the one-time code to access the platform.
Note: This procedure helps ensure that your account and information are secure. Each time you log in to the Gateway you will receive a new "one-time code" via email to verify your identity.

STEP 2 Participate in Orientation and Training Session for Convenors

Dialogue Convenors and Dialogue Supporters are invited to participate in a Collective Training session available to Convenors. The schedule, together with joining details, can be found on the [Gateway](#). Training sessions are 1.5-2 hours, covering all aspects of convening, organising and delivering and feeding back on a Food Systems Dialogue.

FOR MORE INFORMATION, VISIT

<https://summitdialogues.org/overview/food-systems-orientation-training/>



STRATEGIC ORIENTATION FOR MEMBER STATE DIALOGUE CONVENORS

Who should attend? Member State Dialogue Convenors and their invited support

The purpose of these sessions is to help **Member State Dialogue Convenors** to lead a programme of Dialogues shaping pathways towards sustainable food systems. The sessions are adapted to the needs of the Convenors and are interactive: Convenors are invited to share their experiences, challenges and questions to orient the discussions in small group or plenary.

If helpful, Convenors are welcome to invite contributions and attendance from UN Resident Coordinators, UN Country Teams and others who are supporting them in their national role.

ORIENTATION FOR CONVENING DIALOGUES

Who should attend? Dialogue Convenors and their support teams.

These are 90-minute sessions and cover the Dialogues method and available resources. The sessions are tailored to the audience on the date but will usually include:

- Welcoming Participants and creating an atmosphere of respect and openness;
- Finding the focus for your Dialogue and framing conversations;
- Advice on attracting a diverse range of participation
- Dealing with difficult interactions;
- Summarizing and feeding back;
- Using technology.

CURATOR AND FACILITATOR TRAINING

Who should attend? Curators and Facilitators of Global, Member State and Independent Dialogues, open to Convenors and their support if desired

Curators and Facilitators are encouraged to attend these sessions. Training covers the two roles, their differences, complementarities and how related skills can be strengthened. Practical tips for facilitating group discussion and for framing effective opening and summary sessions are included.

STEP 3 Define the focus and title of your Summit Dialogue

- Refer to guidance on page 14 and review the Handbook related to your Dialogue for guidance on defining the focus of your Dialogues event. It may be helpful to liaise with your Dialogue Supporter(s) and Curator on this.
- Visit the Dialogues Gateway regularly for inspiration and to see if other Dialogues are happening within your focus area or location. Reviewing the Official Feedback Form other Dialogue events may also be useful. [The Food Systems Summit website](#) is also a valuable resource for Convenors. It is possible to explain the focus of your Dialogue in the “Description” field of your event webpage on the Gateway, this will be visible to others.
- Once you have defined your area of focus, choose an interesting title for your Dialogue.

STEP 4 Start the creation of your Dialogue event in the Take Part Zone

Familiarize yourself with the information required when you announce your Dialogue, such as the time, location and date. You may want to source an image for your event. Remember to save your draft!

The screenshot displays the 'Your Dialogues' interface. At the top, there are language options: العربية, English, Français, Русский, Español. The main navigation includes Home, Overview, Engage, Explore, and a prominent 'Take Part' button. The page title is 'YOUR DIALOGUES' with a breadcrumb 'Home / Take Part Zone / Your Dialogues'. A notice states 'ONLY VISIBLE TO MEMBER STATE DIALOGUE CONVENORS'. Two buttons are visible: 'CREATE INDEPENDENT DIALOGUE' and 'CREATE MEMBER STATE DIALOGUE', with the latter circled in red. Below this is a section 'DIALOGUES I AM CONVENING' containing three entries, each with a lightbulb icon and a 'VIEW DIALOGUE' button. A sidebar on the right lists 'Your Take Part Zone' with links: 'Your Dialogues' (circled in red), Dialogue Materials, Dialogue Training, Helpdesk, Edit Profile, and Log Out. The footer features the United Nations Food Systems Summit 2021 logo and language options, along with a 'Privacy policy & Terms of Use' link.

STEP 5 Assign support for each Dialogue event

- As a Convenor you may consider having a support team who can help you in announcing your Dialogue and completing feedback. You can assign roles in the Take Part zone when you create your Dialogue by clicking on the 'Assign Support' tab. This is an important step, especially because the experience that Participants have in a Dialogue is greatly influenced by the work undertaken by everyone involved in preparation for the Dialogue and on the day. Don't worry about changing roles as you can assign support in draft form.
- Announcing your Dialogue and publishing Official Feedback are important steps that you may want to share with another trusted individual. In the Assign Support section, you can assign trusted individuals to:
 - » Act on your behalf as "Co-Convenor". They will receive full permission to announce the Dialogue and publish Official Feedback without any further verification from you.
 - » Provide "support". They will receive permission to view this Dialogue and corresponding Official Feedback in draft form. They can help you verify that all the information is accurate before you make it publicly available.
 - » *NOTE: Member State Dialogue Convenors are invited to liaise with the Food Systems Summit Dialogues Team to ensure the correct permission are granted to support persons.*
- Simply enter the email addresses of your supporters below and click "Send Invite". They will need to sign up and log in to Take Part Zone to accept your invitation before their role is activated.

STEP 6 Define the logistics of the event

- Please refer to the latest COVID-19 regulations and updates of any in-person Dialogue event. Make a considered decision about whether to go ahead. You may wish to make preparations for a virtual Dialogue as a back up.
- For in-person events, a meeting room that accommodates all of your participants, preferably seated at circular tables, of maximum 10 persons is required. The room should have a projector and a screen. For larger rooms, microphones should be used during the plenary sessions. You will need to consider accessibility for all Participants when choosing a venue.
- For online events, a digital meeting platform, with breakout room functionality is required. There are numerous platforms available. **A note on Zoom:** A Zoom Pro plan or higher is required to organize a Dialogue. It is recommended that you purchase a package that includes at least two 'host' profiles. This will make the administration of the Dialogue easier on event day.

STEP 7 Identify and confirm your Dialogue Curator

- To understand the roles, tasks, skills and attributes of a Dialogue Curator, please review the section for Curators in Section 2 of this manual.
- For online events, the Dialogue Curator should have access to a reliable internet connection.
- Curators are invited to attend training sessions via the Gateway.

ANNOUNCE

STEP 8 Finalise Dialogue event details on the Dialogues Gateway

- **Title***: Insert your Dialogue title, which should be aligned with your area of focus (as defined in Step 4). You may want to go to: "[Explore Dialogues](#)" to see what other convenors have used.
- **Convenors/ Co-convenors***: Add the title(s) and name(s) of the Convenor/Co-Convenors as well as their organisation(s) (if applicable) as you would like them to display on the Dialogue page.
- **Curator**: Add the title and name of the Curator as well as their organization (if applicable) as you would like it to display on the Dialogue page.
- Set the **time and date** of your Dialogue*
 - » For events with a regional or global focus it is important to consider the time zone and language of the majority of your Participants.
 - » The time of the Gateway is based on your computer – if you are organising a Dialogue in a different time zone make the conversion on the form.
- **Format**: Food Systems Summit Dialogues can take place both in-person and online. Note: Please check local regulations related to COVID-19 when deciding the format of your event.
 - » Select in-person or online.
- **Language**: Detail the languages that the Dialogue will be held in. We encourage Dialogues to be held in as many languages as needed to be as diverse and inclusive as possible. However, the official feedback needs to be in one of the official U.N. languages: Arabic, Chinese, English, French, Russian and Spanish.
- **Geographic Focus***: Select all the U.N. Member States that are relevant for the Dialogue. If there are other countries/areas that you want to recognise that aren't in the list of UN Member States, you can list these in more detail in the Dialogue Description field.
- **City**: Select the host city that you want your Dialogue to appear alongside on the Global Map (your Dialogue will appear on the Map as a pin – see the image below).
 - » For virtual events you can choose the city where you, as the Convenor, are hosting the event from.
- **Description**: Describe your Dialogue to engage people.
 - » This is an optional short description about the Dialogue event which can include background information about your focus.
- **Acknowledgements**: Acknowledge people and organizations that are supporting the Dialogue event.
- **Image**: Uploading an image is a creative way to draw attention to your Dialogue event
 - » This can be any image you want e.g., the geographical area, a photograph or drawing that depicts your theme.
- **Image credit**: Provide appropriate credit to the artist or photographer in the caption as required.
- **Contact email**: You can choose to allow interested people from the public to contact you about your Dialogue.
 - » To allow this, simply enter a contact email address in the appropriate field.
 - » Your Dialogue page on the Gateway will feature on the publicly accessible site with a button for anyone to be able to email you their interest or questions about your Dialogue. You can choose an email address different from the one you registered with E.g., a team email address.

* represents required fields

STEP 9 Announce your Dialogue!

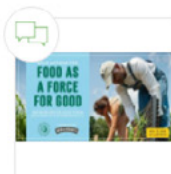
You are encouraged to announce your Dialogue on the Gateway as early as possible. This will make it publicly viewable on the 'Explore Dialogues' page. All Dialogue details can be edited as often as you like up until the day of the Dialogue.



5 November, 2020
INDEPENDENT DIALOGUE
TRANSFORMING LATIN AMERICAN FOOD SYSTEMS TO BUILD BACK BETTER FROM COVID-19 AND TACKLE CLIMATE CHANGE & NATURE LOSS
 Bogota, Colombia



19 November, 2020
INDEPENDENT DIALOGUE
GAME-CHANGING PARTNERSHIPS FOR GAME-CHANGING SOLUTIONS FOR FOOD AND CLIMATE
 St. Louis, United States



23 November, 2020
INDEPENDENT DIALOGUE
CROSS-SECTOR PARTNERSHIPS FOR DEVELOPING AND SCALING FOOD SYSTEM SOLUTIONS IN THE NORTHEAST U.S.
 Burlington, United States



30 November, 2020
INDEPENDENT DIALOGUE
SUNDANESE SLOW FOOD, FROM LOCAL FOOD TO GLOBAL FOOD
 Tasikmalaya, Indonesia



1 December, 2020
GLOBAL DIALOGUE
GLOBAL FOOD SYSTEMS SUMMIT DIALOGUE
 Nairobi, Kenya



9 December, 2020
JAPAN
JAPAN NATIONAL FOOD SYSTEMS DIALOGUE WITH A FOOD INDUSTRY ASSOCIATION
 Mr. Makoto OSAWA, Vice-Minister for International Affairs, Ministry of Agriculture, Forestry and Fisheries of Japan, Convenor of Japan
 Tokyo, Japan

PLAN

PLAN YOUR DIALOGUE AND INVITE PARTICIPANTS FOUR WEEKS BEFORE

Food Systems Summit Dialogues are built around the people that participate in them. Consider diversity and especially the Food Systems Summit Principles of Engagement when devising your guest list. The section of this manual on the Food Systems Summit Dialogues Method gives further guidance on this.

STEP 10 Create the agenda of your Dialogue event

- Your Dialogue is made up of a number of different elements. This is elaborated in the section of this manual called Steps in Curating a Food Systems Summit Dialogue.
- Create the agenda for your Dialogue event together with your Dialogue Supporters and Curator.
- Consider also the Handbook for your Dialogue type and the **Run of Show** template in this process.
- If you have special guests making high-level introductions and opening remarks they should be identified at this time. Please review the section of this manual on High-level Introductions and Opening Remarks for further guidance on this.

STEP 11 Define the invite list and decide how you want to track invitations

- Make a list of diverse Participants. Refer to the section on Diversity and Inclusion (on page 9). You may wish to involve the Dialogue Curator as you do this.
- Decide how you are most comfortable tracking conformations and gathering information about the diversity of you Participants. There are many ways to do this – for example, physical card invitations, phone invitations, WhatsApp messages, notice boards, Eventbrite, Zoom. You may want to consider the excel planning tool, which can be used to track invitations, collect information and help you allocate Discussion Groups. Consider whether your method allows you to collect information on the diversity of Participants. Don't forget to use the **Attendance Form** and **Register of Attendance** on the day to reflect the actual diversity of attendees.

STEP 12 Send invitations

- A **Summit Dialogues Email Invitation Template** is available for you to adapt in Annex C, but you are welcome to also create your own. If so, please consider the details provided in the template.
- To protect the privacy of your Participants when sending group emails, always use the Blind Carbon Copy (bcc) field to ensure email addresses are not shared with the larger group.
- To have oversight on the invitation list that you have spent so long defining, don't forget to communicate that invitations are personal and shouldn't be forwarded on.

PLAN YOUR DIALOGUE DISCUSSION TOPICS FOUR WEEKS BEFORE

The Dialogue method encourages the exploration of a future state **Discussion Topic** by using **Prompt Questions**, looking at what can be done now, in the next 3 years and beyond. This is further elaborated upon in section two of this manual, The Food systems Summit Dialogue Method.

STEP 13 Prepare background and confirm the Discussion Topics and Prompt Questions of your Dialogue

- Collecting background information (e.g. on the national or local food system, or on the focus of the Dialogue) can be very useful to support the identification of Discussion Topics. It can also be used to compile briefs or pre-reads that can be shared as background material with your participants ahead of the Dialogue. This information may also inform the presentations by the Curator, and high-level speakers. The Convener and Curator can work with food systems experts to support them in preparing the relevant materials.
- Refer to page 14 and 15 and review your relevant Dialogue Handbook for specific guidance related to the Discussion Topics. At this point it may be helpful to visit the Dialogues Gateway to consider topics that have been already discussed at other Dialogues within your thematic area or location.
- Once both the Discussion Topics and Prompt Questions are confirmed, insert them into the **Facilitator Discussion Group Template** for subsequent transmission to the Facilitators. The template is found in the materials section of the Take Part Zone on the Gateway.

STEP 14 Choose your Facilitators and allocate them to Discussion Groups

- You will need one Facilitator per Discussion Group, with each group accommodating 8 to 10 participants. To understand the roles, tasks, skills and attributes of a Facilitator, refer to page 20.
- Provide the Facilitators with the Facilitator Discussion Group Template.
- Find out whether the Facilitators would find it helpful to be assisted by a rapporteur or notetaker. If so, these may be chosen from the confirmed Participant the confirmed Participants. Recommend Facilitator training.

Note: It is helpful to have an additional Facilitator in reserve should you need to add an additional Discussion Group at the last minute.

STEP 15 Allocate Participants to Discussion Groups (Dialogue Tables or breakout rooms)

- The number of Discussion Groups is determined by the number of Participants. It is recommended that there are no more than ten people at each Discussion Group, not including the Facilitator and rapporteur or notetaker (if applicable).
- When allocating Participants to Discussion Groups, consider once again the principle of multi-stakeholder inclusivity. Co-workers or people of similar disciplines and experience should be assigned to different groups.
- Once the assignment has been made no further Participants should be added but do be prepared to adjust this at the last minute. You may need to add or remove a discussion group depending on late registrations.
- For online events it is not recommended that you use the pre-assignment function on Zoom. Assignment should be done manually by the Event Technician once the event has started. Depending on the number of Participants, this can take up to 15 minutes. Having a list of Participants printed out may help you assign Participants quicker.

PLAN YOUR DIALOGUE LOGISTICS TWO WEEKS BEFORE

Two weeks prior to your Food Systems Summit Dialogue, you should finalize many of the practical elements related to your upcoming event.

STEP 16 Confirm the schedule for your Dialogue

- Consider the time zone for Participants and the availability of your key speakers as soon as possible and well in advance of your event. Two weeks prior recheck these details and make any adjustments if required.
- There are many options for virtual meeting rooms – for example, you may consider [purchasing](#) Zoom* Pro or higher subscription. Once activated, please enable the use of Breakout Rooms on any platform you choose. Depending on your online platform subscription, there is usually just one host that can manage the technical aspects of the online meeting. The host can assign several co-hosts but please note that only the host can assign and manage the breakout rooms. For this reason, it is recommended that you purchase an additional ‘host’ licence to assist specifically with this process. This [online tutorial](#) may be useful for Zoom.

STEP 17 Be clear about the the safety requirements and risks of holding an in-person Dialogue due to COVID-19

- Please refer to the guidance note in the beginning of this Manual and ensure that no in-person Dialogue is putting participants at increased exposure or risk of COVID-19. All Dialogues must adhere to local regulations and guidelines on COVID-19 for their country or geography.

STEP 18 Reconfirm the meeting room and technical requirements for in-person Dialogue

- Reconfirm the meeting room set-up with the venue, also insuring there has been no change to COVID-19 regulations.

STEP 19 Finalize your Dialogue Presentation if needed

- A standard slide set presentation is available on the Gateway in the materials section which includes a brief introduction to the Dialogues, the Food Systems Summit and some technical slides. You are invited to review the generic content and modify and/or supplement according to your own Food Systems Summit Dialogue. You may decide not to use slides at your event.

STEP 20 Finalize your Dialogues Run of Show and ‘event-day’ roles

You are invited to modify the standard Dialogues Run of Show according to your local requirements:

- To manage the technical execution of a Dialogues event, at least two people in addition to the Curator and Facilitators are required. These are referred to as Event Technicians in the Run of Show. These technicians should have experience in event management. If you are hosting an online Dialogue, they should be familiar with the platform being used and must have access to a reliable internet connection.

STEP 21 Finalize Communications and Social Media in accordance with The Chatham House Rule

- Social media is a great way to create a buzz around your Dialogue and to promote findings and actions. For tips on communications, refer to page 26.
- **Note on the Chatham House Rule:** Information disclosed during the Dialogue may be reported by those present, but the source of that information may not be explicitly or implicitly identified. This is known as the Chatham House Rule. This principle allows people to speak as individuals and creates a safe space for sharing where ideas can be generated and solutions can be identified. The Chatham House Rule applies to the use of both text and images on social media.
- Sometimes speakers need to be publicised before or after an event – this is in keeping with the spirit of the Rule, since the Rule applies to identifying (implicitly or explicitly) who said what. Refer to the Communications Strategy (on page 26) in this manual for more guidance on this.

* This does not in any way represent an endorsement of the Zoom platform

PLAN FINAL DETAILS TWO DAYS BEFORE

Two days prior to your Food Systems Summit Dialogue, you should finalize many of the practical elements related to your upcoming event.

STEP 22 Send event information email to Participants

- Participants should be emailed two days prior to the event. The aim of this email is to solicit an update to their participation status and to share specific event related information such as a joining link and password (for online events) and any pre-reading materials (if applicable). You can find a template for this email in Annex C, outlining what Participants should expect, including: an overview of the Run of Show, a link to the Principles of Engagement and an explanation of the why protecting Participant privacy is important and the Chatham House Rule.
- You may wish to also reconfirm your high-level speakers at this time. They should be clearly briefed on how long they should speak for and the purpose of their contribution.

STEP 23 Final briefing with Dialogue event team (Convenor, Curator, Facilitators, Dialogue Supporters)

The aim of this pre-event briefing is to gather the core event team (Convenor, Curator, Facilitators, and Event Technicians) to review the Run of Show and key roles and responsibilities. It is a moment for any outstanding questions to be addressed.

Work with Facilitators to reallocate Discussion Group Participants, depending on updates on confirmed attendance.

Facilitators should by now have received their Facilitator Discussion Group Template and an overview of Participants allocated to their Discussion Group. Facilitators should be clearly informed about the amount of time that they have for feedback.

For online events

- It may be helpful to create a mobile chat group or similar to communicate efficiently during the event.
- Consider also how to respond if Participants present with unstable internet connections. Don't be afraid to have a creative approach to including Participants who may struggle with connectivity.
- It may also be helpful to consider the types of questions Participants are likely to ask and have standard responses ready. This could include:
 - Q: What is the login password?
 - Q: Can I change Discussion Groups?
 - Q: I cannot access my Discussion Group, what do I do?

For in-person events

- Ensure that all team members are familiar with local COVID-19 regulations.
- Familiarize the event team with venue details, including emergency protocols.
- Consider unexpected events and related contingency measures.

STEP 24 Finalize event materials for in-person Dialogues

- Prepare Participant name badges and table numbers. It is useful to print copies of the Discussion Topics to be placed on the respective tables too.

HOST

STEP 25 Hold your event

- Use the personalised **Run of Show** that has been developed in Step 20.
- Remember to print and use the manual Attendance Form and Register of Attendance to collect the data that you will need to complete the Official Feedback.

STEP 26 Update the Attendance Register based on who shows up on the day

- It's important to remember to fill in the Attendance Register based on the in-person forms or through an online system to reflect who shows up on the day.

STEP 27 Have the Convenor ready to reallocate Participants to Discussion Group rooms

- It is often the case that the number of people who attend the event online on the day differs from the number of people who have accepted an invitation. If this is the case, make sure that you have thought through how to reallocate people to Discussion Groups so that it is easier to reallocate on the day.
- Having a dedicated Technician to help with the reallocation while the Curator is giving the opening remarks can be a great help.

STEP 28 Arrive early and test everything is working

- This applies if you are hosting an in-person event or if your Dialogue is being held online!
- If the event is taking place online, you may consider using a chat group (e.g. WhatsApp or Telegram) during the event so that any technical issues can be immediately delegated to a Technician. This is also a helpful way to support the Curator with the Summary Session and closing remarks.

Have fun and enjoy! Remember you are creating a unique opportunity that has the potential for lasting impact!

PUBLISH**PUBLISH FEEDBACK TO THE SUMMIT AFTER YOUR DIALOGUE****STEP 29 Prepare and Submit your Official Dialogue Feedback to the Food Systems Summit**

- Complete and submit your Dialogue Feedback via the Official Feedback form on the Gateway as soon as possible, ideally in two weeks following your Dialogue event.
- The Official Feedback Form structure can be viewed in Annex A.
- Official Forms are directly linked to each Dialogue that is announced on the Gateway and can be completed as soon as the Dialogue has finished (according to the end time announced).
- To access the Form, login to the Take Part Zone and click “COMPLETE FEEDBACK FORM” next to the relevant Dialogue in “Your Dialogues” menu.
- Draft versions of the Official Feedback form can be downloaded in word or PDF format for consultation before final submission.
- Although others may draft the Official Feedback, the Dialogue Convenor is responsible for submitting the final version on the Gateway.
- Once the Official Feedback has been submitted, it will be immediately published online and accessible publicly on the Dialogue event page and on the Explore Feedback page.

STEP 30 Stay connected with your Participants and the Food Systems Summit

- You are encouraged to stay connected with your Participants, share the Official Feedback with them and indicate any next steps being decided. A suggested email template to send to all Participants following a Dialogue can be found in Annex C.
- Sharing your published Official Feedback on the [Summit Community](#) will help ensure your Dialogue outputs directly reach those preparing for the Summit across the Action Tracks, Champions Group, Scientific Group and Levers of Change.
- All Participants are encouraged to continue to play an integral part in shaping more sustainable and equitable food systems. Convenors and Curators can invite Participants to continue to listen to each other, welcome diverse perspectives, seek out new connections, and collaborate and debate the potential impact of new approaches and actions.
- Convenors and Curators are invited to attend the Orientation and Training Sessions to share experiences. Further information including the schedule can be found [here](#).

STEP 31 Celebrate your Food Systems Summit Dialogue

- You are invited to communicate and celebrate the success of your Dialogue on social media and through other channels. Revisit the section titled **Communications Strategy** in this manual for more guidance.
- If you have been inspired by this process, why not consider organizing another Dialogue? Our experience is that Dialogues are most impactful when they are organized in a series.