

CEEA-ACÉG Collaboratorium Template

Collaboratorium facilitators

- Name, affiliation
- Name, affiliation

Collaboratorium description

Outline the main debate or discussion topic. This section should include a clear statement of the hosting group(s) of the collaboratorium (e.g. the SIG) and provide an overview of the primary discussion topic. It should also include some of the different perspectives that will guide and inform the conversations throughout the session, ensuring a rich and diverse dialogue. A collaboratorium should be 90 minutes long.

Expected learning outcomes

In reference to the following guideline, state the expected learning outcomes of the participants of the collaboratorium, by starting with “By the end of the session, participants will be able to: ...”.

- Promote an open and respectful space for debating and exploring various points of view
- Generate new knowledge on the specific debate topic through participant understanding and communication
- Deliver a comprehensive conclusion or summary based on the final discussion and insights of the audience.

Collaboratorium Plan and Schedule

Provide details about specific starting points for discussion and the activities involved in the debate. Collaboratoriums lacking a clear discussion plan and timeline will not be considered. Facilitators may serve as moderators, guides, facilitators and/or as collaborators (if applicable) during both separated and general discussions. If necessary, facilitators should designate a participant to summarize the separated and general discussions. These sessions should engage all participants in active discussion for the majority of the time.

Discussion engagement strategies during the session

Deliver a clear outline of the main topic and key points on how the debate will be conducted. This includes specifying how each group will approach the conversation and what narratives they will address. Explain strategies for active participation among collaborators, ensuring that participants can decide whether to engage with the topic and various narratives effectively.

Timeline distribution example

- **Introduction of the facilitators and discussion topic** (up to **10 minutes**): Overview of the activity and objectives.
- **Group discussion** (up to **30 minutes**): Participants will be divided into groups to address a designated point of view from the general statement/question.
- **Table switch** (up to **5 minutes**): Participants will rotate to a new table
- **Repeat Discussion** (up to **30 minutes**): Participants will engage with a different or opposing narrative of the general question/statement, led by another facilitator.
- **Conclusion and participant discussion** (up to **15 minutes**): Open floor for insights, reflections, and final thoughts.