# Offline Dialogue Schedule and Moderation Concept

# Transnational EU Citizens' Dialogue

## (based on the example of three topics, five languages - 120 citizens)

**Three special circumstances for the European citizens´ dialogue**

- Expertiment with different language groups, including soly English groups
- Experts were not ivolved, topical information for the citizens were communicated beforehand and with written factsheets
- Many political representatives with an European background were present and involved to introduce the format/methods and to advocate for more citizens´ participation

**Rough time horizon**

- The Citizens' Dialogue is designed to last approx. x hours.
- From xx:xx hrs: Arrival Organising team (for technical check, set-up check-in, etc.)
- From xx:xx hrs: Arrival and Check In citizens (1 hour)
- Start Citizens' Dialogue xx:xx hrs
- End Citizens' Dialogue xx:xx hrs

**Involved people (based on the example with 5 languages and 120 citizens)**

- 120 citizens; 12 small groups. The participants of the small groups will be determined before the event to ensure a mixed composition.
- 1 or 2 Plenum moderators
- 12 Table moderators
- 12 Interpreters at the tables + Interpreters for the plenary
- Political representatives
- Organising team

**Additional persons**

- Photographer?
- Journalists?

- Observers?

**Illustration of the table order of moderators, interpreters and political representatives**
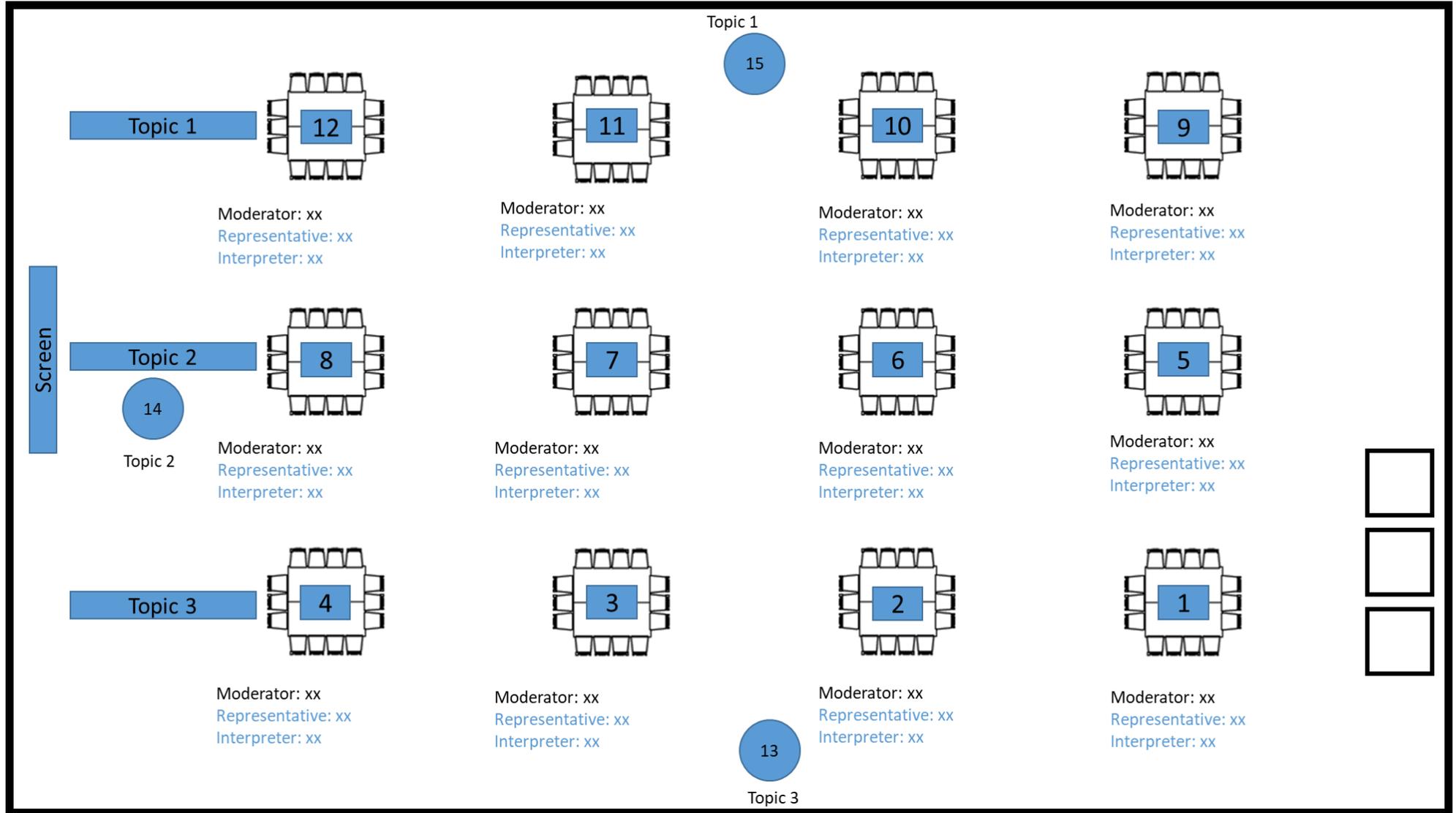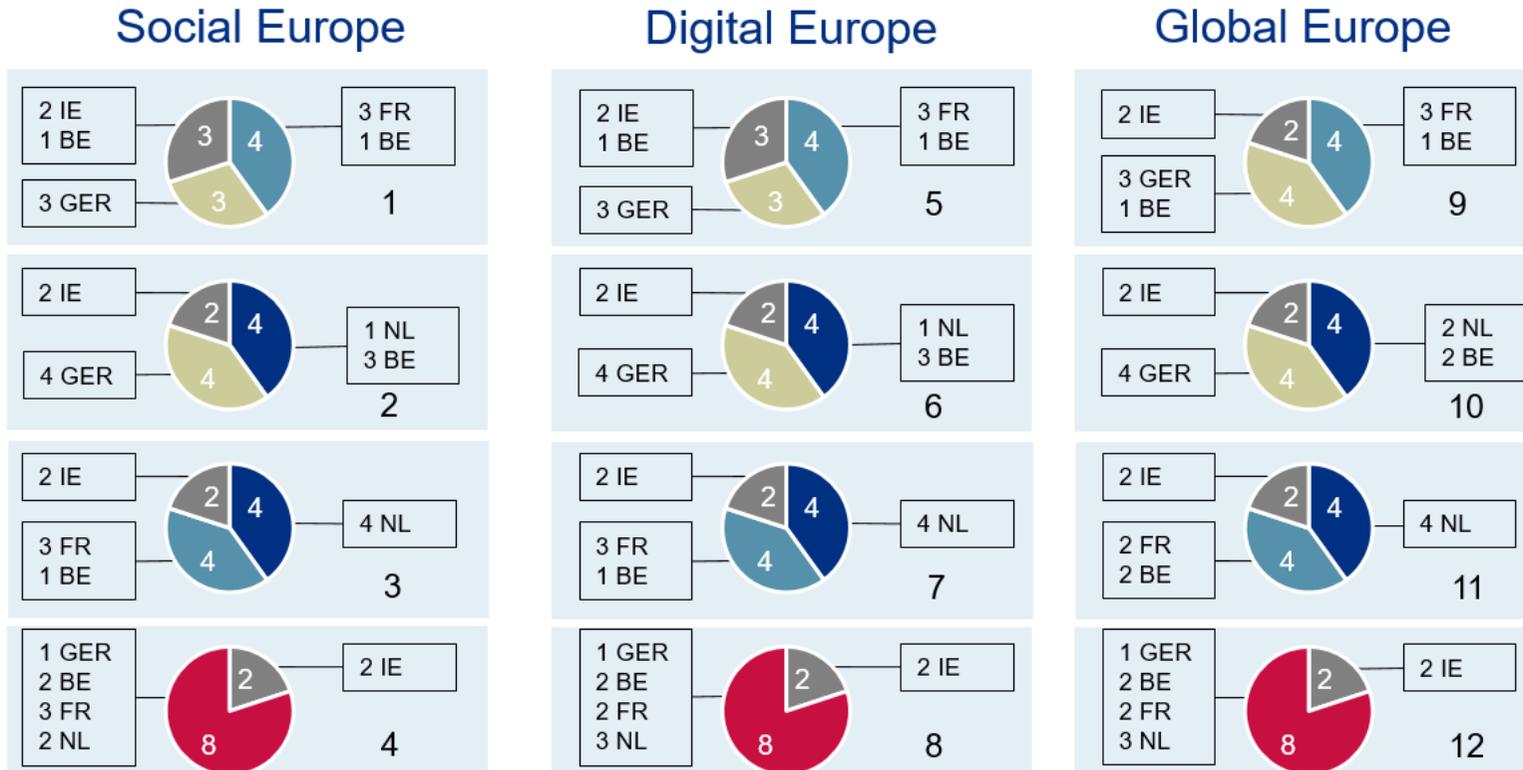
Topic 1

15

| Topic 1 | | | |
|---|---|---|---|
| 12 | 11 | 10 | 9 |

Moderator: xx
Representative: xx
Interpreter: xx

Moderator: xx
Representative: xx
Interpreter: xx

Moderator: xx
Representative: xx
Interpreter: xx

Moderator: xx
Representative: xx
Interpreter: xx

Screen

| Topic 2 | | | |
|---|---|---|---|
| 8 | 7 | 6 | 5 |

14

Topic 2

Moderator: xx
Representative: xx
Interpreter: xx

Moderator: xx
Representative: xx
Interpreter: xx

Moderator: xx
Representative: xx
Interpreter: xx

Moderator: xx
Representative: xx
Interpreter: xx

| Topic 3 | | | |
|---|---|---|---|
| 4 | 3 | 2 | 1 |

Moderator: xx
Representative: xx
Interpreter: xx

Moderator: xx
Representative: xx
Interpreter: xx

13

Moderator: xx
Representative: xx
Interpreter: xx

Moderator: xx
Representative: xx
Interpreter: xx

Topic 3

**Illustration of the table order of the first and third rounds of discussions at the 12 tables (participants):**

## Social Europe

| | |
|---|---|
| 2 IE / 1 BE | 3 FR / 1 BE |
| 3 GER | **1** |

| | |
|---|---|
| 2 IE | 1 NL / 3 BE |
| 4 GER | **2** |

| | |
|---|---|
| 2 IE | 4 NL |
| 3 FR / 1 BE | **3** |

| | |
|---|---|
| 1 GER / 2 BE / 3 FR / 2 NL | 2 IE |
| | **4** |

## Digital Europe

| | |
|---|---|
| 2 IE / 1 BE | 3 FR / 1 BE |
| 3 GER | **5** |

| | |
|---|---|
| 2 IE | 1 NL / 3 BE |
| 4 GER | **6** |

| | |
|---|---|
| 2 IE | 4 NL |
| 3 FR / 1 BE | **7** |

| | |
|---|---|
| 1 GER / 2 BE / 2 FR / 3 NL | 2 IE |
| | **8** |

## Global Europe

| | |
|---|---|
| 2 IE | 3 FR / 1 BE |
| 3 GER / 1 BE | **9** |

| | |
|---|---|
| 2 IE | 2 NL / 2 BE |
| 4 GER | **10** |

| | |
|---|---|
| 2 IE | 4 NL |
| 2 FR / 2 BE | **11** |

| | |
|---|---|
| 1 GER / 2 BE / 2 FR / 3 NL | 2 IE |
| | **12** |

■ French (FR, BE)　■ German (GER, BE)　■ Dutch (NL, BE)　■ English (IE)　■ Group mixed (FR, BE, GER, NL, IE) - only English

**Illustration of the table order of the second round of discussions at the 12 tables and the 3 high tables (participants):**
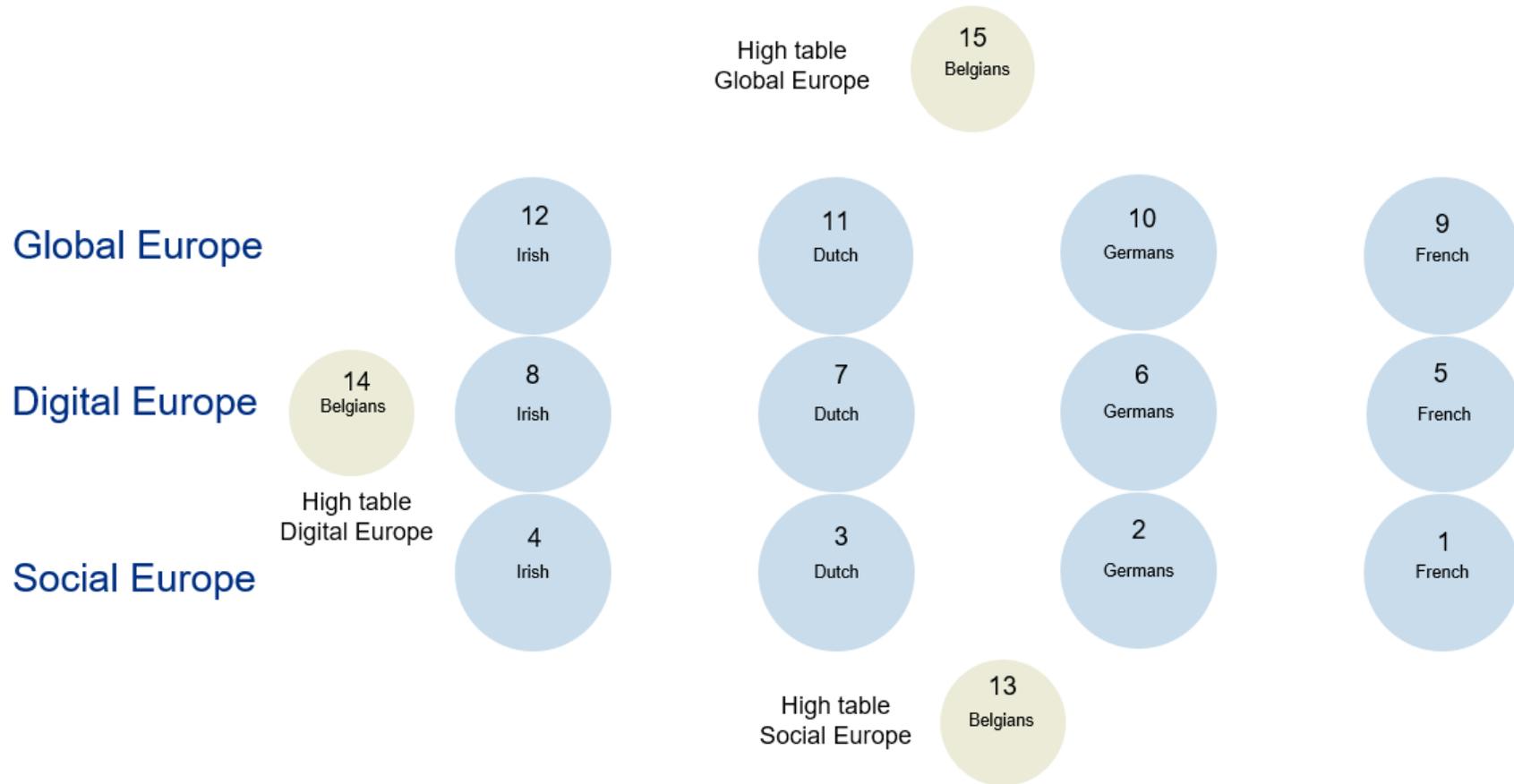
**Roles and Tasks**

Plenum moderator(s): Leads/guides through the content of the evening, introduces the other roles

Table moderators: moderate small groups, secure the results

Politicians: welcome, inform about current status, respond to results in an appreciative way, able to talk about use of results

Interpreters: translate in plenary and small groups

**Schedule and moderation concept**

# Transnational EU Citizens' Dialogue

**Example with 3 topics, 5 languages, 120 participants**

| Time / Phase | Programme | Method / moderation notes | Content/ moderation | Result / materials |
|---|---|---|---|---|
| xx:xx – xx:xx | **Arrival of participants** | **Seat placement** | For the 12 tables: display stand with table numbers from 1 – 12<br><br>Display stand with table topic in English:<br>Tables 1-4: Topic 1: …<br>Tables 5-8: Topic 2: …<br>Tables 9-12: Topic 3: …<br><br>Personalised conference folders | Display stand with table numbers<br><br>Display stand with the table topic<br><br>Personalised conference folders with pen |
| xx:xx – xx:xx (10 min) | **Welcome and introduction in the plenum** | **Plenum** | <mark>Plenum moderation / Plenum moderators</mark> | |
| xx:xx (10 min) | Welcome by <mark>plenum moderators</mark><br><br>Introduction Citizens' Dialogue: Aims, introduction of participants, introduction of topic, programme preview<br><br>Explanation of interpreting technology | *Plenum*<br><br>Plenum moderators make introduction, explain, address individual participants and explain how communication technology works | Welcome<br><br>Who is here today? What are your expectations this morning?<br><br>Why are we meeting here today?<br>What is lined up for us today? Programme preview<br>What are our topics?<br><br>How will we be working together today? (World Café, interpreters, technology, conference folders …) | Presentation/ Background picture<br><br>Conference folders |
| xx:xx – xx:xx (10 min) | **Introduction and greeting each other at the tables** | **Table moderation with citizens** | <mark>Table moderation / table moderators</mark><br><mark style="background-color:cyan">Interpreters</mark> at the table | |

| Time / Phase | Programme | Method / moderation notes | Content / moderation | Result / materials |
|---|---|---|---|---|
| **xx:xx** (10 min) | ***Introduction:*** Introduction of moderator and <mark>interpreters</mark><br><br>Explanation of interpreting technology and interpreting process<br>Introduction of aims and procedure | *Work at the tables*<br><br><mark>Table moderator</mark> explains working method at the table<br><br>Participants write their names on the name tags | "Welcome to our discussion table for the topic …"<br>"My name is …. and I look forward to guiding you through our discussion."<br><br>"The Citizens' Dialogue is a great idea. I've really been looking forward to today. I can't wait to get started."<br><br>The great thing is that everyone can speak his or her native language. This is our interpreter …, who will translate everything you say instantly. Please stick to your own language and don't switch to a different language (e.g. English). "<br><br>"There are three basic rules for our discussion:<br>1. Everyone should have his or her say. Your opinions are important to us.<br>2. We will not interrupt each other. We will let other speakers finish their sentence, which is also important for translation.<br>3. We will try to reach a joint result in the course of these two hours."<br><br>"That's what we are going to do together: we want to develop joint ideas and proposals, which we will then discuss with the politicians (e.g. ambassadors and representatives of the EU Commission) and then with … (VIPs name)<br><br>"Let's get started! First I would like you all to write your first name on the name tag. As some of our surnames might be a bit difficult to pronounce, I suggest that we use first names. The heads of government in Brussels do the same!" | Conference folder/<br><br>Name tags/<br><br>Pens |

| Time / Phase | Programme | Method / moderation notes | Content / moderation | Result / materials |
|---|---|---|---|---|
| | *Personal introductions:* Participants introduce themselves and greet each other | *Work at the tables*<br><br>Table moderator asks the participants to introduce themselves in turn<br><br>Moderator makes sure that everyone has a chance to speak<br><br>Important: ensure that participants do not talk at length or in detail about their experiences with EU politics, as this will be the subject of the next phase. | "Thank you very much. We can see all the names now, so we can have a quick round of introductions. Please say who you are, where you are from, and why you are interested in the Citizens' Dialogue."<br><br>(After several participants have introduced themselves and there may have been some repetition, ask a different question)<br><br>"Perhaps now, instead of saying why you are interested in the Citizens' Dialogue, you could tell us what Europe means to you?"<br><br>"Thank you very much, that was very interesting." | |
| xx:xx – xx:xx (40 min) | **First discussion round at the tables: exchange and compilation of ideas** | **Table moderation with citizens** | **Table moderation / Table moderators**<br>**Interpreters at the table** | |
| (20 min) | *Experiences:* participants exchange experiences and opinions | *Work at the tables*<br><br>Participants report on their personal experiences and opinions of the topic.<br><br>Table moderator makes sure that everyone has a say, e.g. by letting citizens take turns with their reports, or by facilitating a first round with one citizen from each of the countries represented at the table, then a second round following the same procedure. | "Now let us begin our work with a discussion. The idea is to exchange personal experiences."<br><br>"First of all I would like you to exchange ideas on Topic 1 …/ Topic 2 … and Topic 3 …. Your personal experiences are important. We have 20 minutes for this discussion."<br><br>"Think about the following, for example:<br><br>**Topic 1: …**<br>• What is my experience of …?<br>• How do I feel, for example, about .?<br>• What problems and challenges do I foresee for …?<br><br>**Topic 2: …**<br>• What is my personal experience of …?<br>• What do I feel strongly about with regards to …? | Worksheet with questions for the citizens, each in the respective languages of the countries involved |

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| | | Citizens can ask questions to gain a better understanding of the experiences of the others or to find out more – if time allows. | • What problems and challenges do I foresee related to …?<br><br>**Topic 3: …**<br>• As a citizen of my country, what is my personal experience of …?<br>• What particularly interests me about …?<br>• What problems and challenges do I foresee for …?<br><br>"Who would like to start?" | |
| xx:xx<br>(5 min) | ***Facts about the situation***:<br>What is the situation? What do the data, facts and figures say? | *Work at the tables*<br><br>==Table moderator== refers to the factsheets on Topic 1 or Topic 2 or Topic 3 in the conference folders.<br><br>Table moderator asks the participants to read the factsheets.<br><br>NB: Quiet time for reading (3 min). No discussions during this time.<br><br>Seamless transition from this phase to the next phase (compilation of topics). | "Our discussions have got off to a very good start. Now let us have a look at the facts related to our topic."<br><br>"We have put together a factsheet about our topic, containing a lot of information. Please take a couple of minutes to read the factsheet carefully.<br>Are there any important, interesting aspects that we forgot in our initial discussion?" | Factsheets from the conference folders |
| xx:xx<br>(15 min) | ***Compilation of ideas***:<br>Brainstorming by participants to compile ideas and topics for proposed future changes. | *Work at the tables*<br><br>Topics / ideas are compiled and written down on poster<br>    a) Each participant has 5 minutes to make a note of his or her ideas on the sheet provided | "We have already touched on a lot of topics. Our task now is to compile a list of topics and ideas to express what we think should change in the future."<br><br>Let us think a little further: <u>What changes</u> should there be in future EU policies in order to achieve the aims of Topic 1 or Topic 2 or Topic 3?<br><br>Topic 1:<br>    - How can we secure …? | Notepad from the conference folders<br><br>Poster: DIN A2 format, pre-structured<br><br>Felt-tip pens (not too thick) in black, blue, green and red |

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| | | b) Everyone reports (10 min in total) – supplementary interruptions or questions by other participants are allowed!<br><br>NB: Every participant reports in turn, or reports are organised according to topic: "Has anyone else at the table written down ideas on this topic?"<br><br>The ==table moderator== writes down the participants' topics/ideas on the poster.<br><br>Important: There will be an announcement made by the ==plenum moderator== 3 minutes before the end of this phase. Please ensure that everyone has really finished. | - Do we need common …?<br>- What can the EU do? What is important for us?<br><br>Topic 2:<br>• How can we create …?<br>• How can we provide …?<br>• What can the EU do? What is important for us?<br><br>Topic 3:<br>• How can Europe remain …?<br>• What is the EU´s responsibility?<br>• What can the EU do? What is important for us?<br><br>"To start off, I would like you to take a few moments to think about what is important for you."<br><br>"Make a note of your topics/ideas on the notepad."<br><br>"You have 5 minutes."<br><br>*After 5 minutes:*<br><br>"Now let us hear what you have written down. Please make a brief presentation of what is important for you."<br><br>The Moderator notes down the topics/ideas on the poster.<br><br>(where appropriate, participants will create their own translated versions.) | (additional posters in the moderation folder for participants who want to translate what they have written) |
| xx:xx – xx:xx (20 min) | **2nd discussion round: change of tables: exchange in national groups** | **Small national groups (without interpreters)** | ==**Plenum moderation / Plenum moderators**== | |

| Time / Phase | Programme | Method / moderation notes | Moderation questions | Results / materials |
|---|---|---|---|---|
| xx:xx (20 min) | **Meetings in national groups:** participants share their views on the results of the brainstorming sessions at the tables<br><br>The participants meet in the national groups of their own native language | *Plenum*<br><br>Change of tables: meeting in national groups at the tables.<br><br>Participants change tables; table moderators hold up flags for better participant orientation.<br><br>After participants have regrouped: table moderators talk among themselves about the diversity of discussion participants with each other<br><br>Participants return to their original tables 5 minutes before the end of this phase.<br><br>Plenum moderator asks the participants questions, communitisation of the plenum. | Plenum moderator announces the next stage of the proceedings ("Exchange of views in national groups").<br><br>"To enable you to see and hear about what your compatriots experienced at the various tables with the citizens from neighbouring countries, you will now meet in national groups by topic."<br><br>"What are citizens from the various countries discussing? What is important for our compatriots? What is important for the citizens of other countries? What do we have in common? What are the major differences?"<br><br>"You have 20 minutes for this exchange of views. If you need a comfort break, you have time to take one now."<br><br>The table moderators are given flags and hold them up.<br><br>After participants have gone back to their places:<br><br>"You have exchanged ideas with your compatriots. What did you find particularly interesting?" | 3 additional standing tables, national flags to show where citizens are meeting<br><br>24 participants per nation 3 groups per nation (= 15 groups of 8)<br><br>Belgians meet at three standing tables, citizens of the other four countries are distributed among the other 12 tables |
| xx:xx – xx:xx (50 Min) | **3rd discussion round at the tables: discuss ideas, prioritise and discuss their implementation** | **Table moderation with citizens** | Table moderators<br>Interpreters at the table | |
| xx:xx (5 min) | **Additional ideas:** Participants add to the compilation of ideas | *Work at the tables*<br>*In the original groups* | "Welcome back to our table. Did you and your compatriots find additional ideas that we should write down?" | Where appropriate, add supplementary ideas to the poster |
| xx:xx (15 min) | **Agree on priority:** Participants discuss the ideas and agree on one topic/ one idea | *Work at the tables* | "You have already touched on many important topics. The exchange of views with your compatriots has also shown us what other topics were mentioned. | Table moderator highlights 1 TOP topic or 2 TOP |

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| | | 1) **Discussion:** verbal exchange on topics and arguments for prioritising a particular topic. <br><br> Table moderator asks about important topics, reasons and arguments. <br><br> 2) **Agreement on 1 or 2 topics:** Table moderator summarises. Participants should discuss and reach an agreement. If this is not possible, vote by show of hands. <br><br> 3) Written record: table moderator marks one or two topics on the poster as TOP TOPIC. | Now we want to discuss the topics in this group and agree among ourselves on one or two particularly important ones." <br><br> Discuss the topics and the arguments: <br><br> "In your opinion, which topic is particularly important for Topic 1 / Topic 2 / Topic 3 and our future, and why?" <br><br> "Can we agree on one or two topics for our further discussions? What do we consider particularly important?" | topics on the poster, for instance by circling or marking it/them with a distinctive colour. |
| xx:xx (20 min) | **Drafting of TOP topic:** <br><br> *Two options:* <br><br> *Participants discuss relevant aspects of the topic* <br><br> *Participants discuss ideas for the implementation of the TOP topic:* | *Work at the tables* <br><br> Participants discuss further aspects of the topic and write them down on the tablecloth. <br><br> Participants discuss ideas and how they could be implemented and write them down on the tablecloth. | "I am pleased that you could agree on a topic / an idea." <br><br> Option 1: Additional aspects <br> Let us think about it again: are there additional related aspects of our topic that we should integrate?" <br><br> Option 2: Ideas for concrete ideas/measures/projects for implementation <br> What would have to be done to make progress with the topic? What could the EU contribute? <br><br> Table moderator adds concrete ideas for implementation or additional topics to the poster. | Table moderator records in writing and adds to the poster. |
| xx:xx (10 min) | **Formulate question and topic for discussion with … (VIP) + appoint rapporteur** | *Work at the tables* <br><br> Participants discuss and agree on their question for … (VIP). | "We are going to do two more things now: first a politician will come to our table *(will be named)* to discuss all our ideas and topics with us. | **Question card** for rapporteur |

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| | | Write down question on question card.<br><br>Determination of rapporteur for discussion with Katainen in the plenum.<br><br>Table moderators create an information sheet for plenum moderators in English, German or French.<br><br>Rapporteur keeps the question card. | We have 30 minutes for this discussion. All of you can and should contribute. After that, the tables will be able to present their results in the presence of … (VIP).”<br><br>“We should think carefully about how a question for … (VIP) on the basis of our agreed topic could be formulated. Then we must appoint somebody to present it.”<br><br>*(Discussion)*<br><br>*(Participants agree on a rapporteur, but table moderators offer guidance on who could be appointed, to ensure that there is a good, representative mix on the stage).*<br><br>I'm very pleased we could agree on a topic, a question and a rapporteur. We would all like to thank you, …., for taking on the job of presenting.”<br><br>“Just one more small piece of information: during the break, the rapporteurs will meet the plenum moderators for two minutes here at the screen, where they will be given some additional information about the procedure.”<br><br>“I have really enjoyed myself. I found it all very interesting, and I hope you did too. We will be moving on to the next stage soon…”<br><br>Table moderators fill in the information sheet. | Write down question for … (VIP) on question card.<br><br>Pre-structured **information sheet:** ==table moderators== create information sheet for plenum moderation: table number; name of rapporteur; rapporteur's age, language and country; topic and question. |
| **xx:xx (5 min)** | **End of 1st Phase - Announcements** | **Plenum** | ==**Plenum moderation / Plenum moderators**== | |
| **xx:xx (5 min)** | | *Plenum* | Thanks.<br><br>If appropriate, obtain feedback from participants in the plenum<br><br>Announcements regarding subsequent procedure:<br>• At the start of the break, ==table moderators== give the ==plenum moderators== the names of the rapporteurs and information sheets. | |

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| | | | • Table moderators accompany the rapporteurs to the screen.<br>• All rapporteurs meet the plenum moderators in front of the screen for a short briefing at the beginning of the break. Short briefing for rapporteurs on the procedure for the discussion with … (VIP). | |
| **xx:xx – xx:xx (30 min)** | **Break** | **Break**<br>At the start of the break, the table moderators accompany the rapporteurs to the screen and give the plenum moderators the information sheets.<br><br>Rapporteurs are briefed on the procedure for the discussion with VIP/politician.<br><br>Organisation team support the plenum moderators by pre-sorting the information sheets systematically and by topic. | **Snacks and drinks** | |
| **xx:xx – xx:xx (5 min)** | **Welcoming of new guests: … (VIP) plus other politicians** | **Plenum** | **Plenum moderation / Plenum moderators** | |
| 11:15 (5 min) | *Welcome* by plenum moderators | 12 politicians go to the front and stand in front of the screen.<br><br>table moderators introduce the 12 persons in turn.<br><br>12 politicians take their seats at the 12 tables. | Politicians come to the front to join the plenum moderators at the screen.<br><br>Welcome and introduction of politicians.<br><br>Politicians go to "their" allocated tables. | 12 guests have a badge with the number of "their" table.<br><br>Plan for allocation of politicians to the tables is on the high table for central moderation. |

| Time / Phase | Programme | Method / moderation notes | Moderation questions | Results / materials |
|---|---|---|---|---|
| **xx:xx – xx:xx (38 min)** | **Citizens hold discussion with <mark>politicians</mark> at the tables** | **Discussion at the tables with politicians** | **<mark>Table moderation/ Table moderators</mark>** <br> **<mark>Interpreters</mark>** | |
| xx:xx (2 min) | ***Welcome*** by <mark>table moderators</mark> | *Work at the tables* <br><br> Table moderator welcomes the politician to the table and introduces him/her. | "Welcome to our table for the discussion of the future of Europe, based on Topic 1 / Topic 2 / Topic 3" <br><br> "We are delighted to welcome you to our discussion. You are …... … and you have many years of experience in the field of Topic 1 / Topic 2 / Topic 3." <br><br> "We would like to present the results of our discussion to you, and we look forward to your comments and further discussion with you." | |
| xx:xx (36 min) | ***Citizens' reports and discussions:*** <br><br> <u>First round:</u> <br> Citizens report on two aspects while the <mark>politician</mark> listens. <br><br> Politician comments, answers questions and holds a discussion with the citizens in the group. <br><br> <u>Second round:</u> <br> Citizens report on two aspects while the politician listens <br><br> Politician comments, answers questions and holds a discussion with the citizens in the group. | *Work at the tables* <br><br> 2 citizens, preferably from two different countries, report in a first round. <br><br> Supplementary contributions from other citizens where appropriate. <br><br> 2 citizens, preferably from the other two countries, report in a second round. <br><br> Citizens ask their questions and discuss with the table guest. <br><br> <u>Important:</u> <br> The <mark>table moderator</mark> must ensure that all participants keep their contribution short, and that as many citizens as | "Who would like to begin?" <br><br> "First of all, about the experiences of citizens here at the table with …." <br><br> <u>Reports for the first discussion round</u>: <br> "Who would like to report on the topics that we consider important and what we would like to change?" <br><br> <u>Reports for the second discussion round</u>: <br> "We have agreed on one TOP topic or two TOP topics where we would like to see change. What was the most interesting / most surprising aspect of the discussion with such a diverse range of citizens from other European countries?" "Who would like to say something?" <br> "How can Europe make better use of discussion processes like the one we have taken part in today?" <br><br> <u>Possible questions for the discussion</u>: <br> "What do you think of the results that the citizens have produced?" <br><br> "What surprised you most about the results?" | |

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| | | possible have a chance to speak.<br><br>Table moderator facilitates a lively discussion. Politicians subsequently remain at the tables. | "Do you think that there will soon be changes regarding the TOP topic? Who will commit to pursuing them? Would you commit yourself to pursuing this particular topic?"<br>"What, in your view, is most important? How should the EU handle this topic in future?"<br><br>Conclusion:<br>Thank you very much for the fascinating table discussion! Our thanks also go to table guest Mr. / Ms. …...  for listening so attentively to the citizens. Thank you to the citizens for their frankness and commitment. Thanks to all of you for the lively, passionate discussion. | |
| **xx:xx (2 min)** | **Transition to break with announcements** | **Plenum** | **Plenum moderation / Plenum moderators** | |
| xx:xx (2 min) | | | Thank you!<br><br>Request for table moderators and interpreters to complete the 5 feedback questions.<br><br>Invitation to lunch | Feedback questionnaires for table moderators and interpreters |
| **xx:xx – xx:xx (60 min)** | **Lunch break** | **Break** | **Snacks and drinks** | |
| **xx:xx – xx:xx (90 min)** | **Citizens present results and discuss with VIP** | **Report summaries, questions, discussion, Sli.do** | **Plenum moderation/ Plenum moderators** | |
| xx:xx (5 min) | | *Plenum*<br><br>Moderator invites … (VIP) to the high table | Welcome … (VIP).<br><br>Explanation of procedure and preparation for dialogue with … (VIP). | |

| xx:xx (25 min) | *Introduction and discussion:*<br><br>*Topic block Topic 1* | *Plenum*<br><br>Plenum moderator invites 4 representatives of the Topic 1 table groups to the high table.<br><br>Citizens present, … (VIP) answers. Discussion with rapporteurs.<br>Moderator addresses participants in the auditorium and engages them in the discussion.<br><br>Where appropriate, Slido votes.<br><br>Where appropriate, card votes. | First round: Topic 1 …<br><br>Moderator invites 4 representatives of the table groups<br>- Two representatives present their proposals and questions to … (VIP).<br>- … (VIP) shows appreciation of the proposal and replies to the questions e.g. what the EU can do and what others are responsible for.<br>- Two representatives present their proposals and questions to … (VIP).<br>- … (VIP) shows appreciation of the proposal and replies to the questions e.g. what the EU can do and what others are responsible for.<br><br>Moderator asks for contributions from citizens and politicians in the auditorium. | . |
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| xx:xx (25 min) | *Introduction and discussion Topic block Topic 2* | *Plenum*<br><br>Plenum moderator ensures there is a Sli.do vote on all questions related to the topic.<br><br>Moderator invites 4 representatives of the table groups to the high table.<br><br>Citizens present, … (VIP) answers. Discussion with rapporteurs.<br><br>Moderator addresses persons in the auditorium. Discussion with … (VIP). | Topic Digital Europe<br><br>Start with Sli.do votes. Participants vote via Sli.do.<br><br>Moderator invites 4 representatives of the Topic 2 table groups to come to the front (one representative per table)<br>- Two representatives present their proposals and questions to … (VIP).<br>- … (VIP) shows appreciation of the proposal and replies to the questions e.g. what the EU can do and what others are responsible for.<br>- Two representatives present their proposals and questions to … (VIP).<br>- … (VIP) shows appreciation of the proposal and replies to the questions e.g.<br><br>Moderator asks for contributions from citizens and politicians in the auditorium. | Sli.do voting tool<br><br>participants Mobile |

| xx:xx (25 min) | *Introduction and discussion Topic block Topic 3* | *Plenum*<br><br>Plenum moderator invites 4 representatives of the Topic 3 table groups to the high table.<br><br>Citizens present, … (VIP) replies. Discussion with rapporteurs.<br><br>Moderator addresses persons in the auditorium. Discussion with … (VIP).<br><br>Red and green cards. | Topic 3<br><br>Moderator holds a vote on 3 topical questions, all participants vote with red and green cards.<br><br>Moderator invites 4 representatives of the Topic 3 table groups to come to the front (one representative per table)<br>- Two representatives present their proposals and questions to … (VIP).<br>- … (VIP) shows appreciation of the proposal and replies to the questions e.g. what the EU can do and what others are responsible for.<br><br>- Two representatives present their proposals and questions to … (VIP).<br>- … (VIP) shows appreciation of the proposal and replies to the questions e.g. what the EU can do and what others are responsible for.<br><br>Moderator asks for contributions from citizens and politicians in the auditorium. | Red and green cards |
| xx:xx – xx:xx (10 min) | *Conclusion with … (VIP) and with Sli.do* | *Plenum*<br>Sli.do questions to conclude<br><br>Farewell to … (VIP).<br><br>Final statement … (VIP). | Possible Sli.do questions to conclude:<br>Do we need more or less Europe?<br>(Differentiate answers according to age)<br><br>Communication and participation in the EU: What is more important in future?<br>- better explanation of EU policies<br>- citizens must take a more active role and seek information<br>- new participation opportunities for citizens must be created<br>- no need to change the current situation<br><br>What should EU politicians do more in future? Explain European policy to citizens, or listen to citizens to find out what is important for them?<br><br>What should EU citizens do more in future? Actively seek more information about EU policies, or make better use of EU participation possibilities? | Sli.do |

| | | | The EU in 2030 …<br>- will be stronger than it is today<br>- will be weaker than it is today<br>- will be about the same as it is today<br><br>… (VIP) comments on the results of the Sli.do votes.<br><br>Final statement … (VIP)..<br>Thanks and farewell. | |
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| **xx:xx –<br>xx:xx<br>(15 min)** | **Feedback, evaluation and summary** | **Plenum** | <mark>**Plenum moderation / Plenum moderators**</mark> | |
| | Complete the feedback cards in the folder and leave them on the tables. | *Plenum*<br><br>Complete feedback cards. | Request the participants to fill in the feedback cards they have in their folders and leave them on the tables.<br><br>Ask for individual opinions from participants of all countries involved, younger and older participants (example):<br>• What surprised you the most?<br>• What was completely different from what you expected?<br>• What did you especially like?<br>• What needs to be better next time?<br><br>Final words, reference to livestream, Twitter and post-event reporting.<br><br>Thanks and farewell. | Feedback sheets for the citizens |