

# World Café Facilitator Guide & Workbook

THE ROYAL ARCHITECTURAL INSTITUTE OF CANADA

# CONGRESS ON ARCHITECTURE

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# CONGRÈS SUR L'ARCHITECTURE DE L'INSTITUT ROYAL D'ARCHITECTURE DU CANADA



**RAIC | IRAC**

Royal Architectural Institute of Canada  
Institut royal d'architecture du Canada



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# PURPOSE

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## WHAT IS THE PURPOSE OF THIS FACILITATOR GUIDE?

The Facilitator Guide has been developed to help you facilitate World Café discussions with your colleagues to:

1. **Share** your thoughts and insights
2. **Capture** everyone's perspectives
3. **Inform** the development of the RAIC Climate Action Plan

World Café participants could include one or more colleagues from your practice as well as inter-professionals and clients of your architectural services.

Facilitating these discussions and encouraging reflection upon these questions will help us get more specific input that will support the development of the RAIC Climate Action Plan.

# ABOUT

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## ABOUT WORLD CAFÉ

The World Café methodology is a simple, effective, and flexible format for hosting group dialogue<sup>1</sup>.

There are seven design principles that underpin the World Café methodology ([The World Café, 2021](#)):

1. Set the Context
2. Create a Hospitable Space
3. Explore Questions that Matter
4. Encourage Everyone's Contribution
5. Connect Diverse Perspectives
6. Listen Together for Patterns and Insights
7. Share Collective Discoveries

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<sup>1</sup>"World Cafe Method." The World Cafe, November 25, 2019. <http://www.theworldcafe.com/key-concepts-resources/world-cafe-method>.

# STEP-BY-STEP

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1. Schedule a date and time for your World Café.
2. Invite participants
3. Before you host the World Café, ask participants to take a few minutes to complete this [online survey](#). This link should be distributed 24-hours in advance of the session.
4. Create a special environment (e.g. small round tables, online Zoom, GoogleMeet, a MS Teams room)
  - a. Setting up small groups of up to 6 people, including the facilitator, is recommended
5. Use this [Google Form](#) to help you facilitate the World Café and to collect a summary of the discussions.
  - a. Welcome and Introductions
    - i. In a roundtable format for a total of 15 minutes
  - b. Small-Group Rounds
    - i. Four progressive rounds of conversation for 20 minutes each
  - c. Harvest
    - i. All small groups share their discoveries and insights into a whole group conversation for 5 minutes each
6. Once a summary of the discussions has been collected using the Google Form, click “submit”.

# WORLD CAFÉ AGENDA

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- 1. Welcome and Introduction** (10 minutes)
- 2. Round 1: Climate Future** (20 minutes)
  - a. What gives you the most hope or inspiration for our climate future?
- 3. Round 2: Education** (20 minutes)
  - a. What key principles and priorities should inform the Education section of the RAIC Climate Action Plan?
  - b. What is needed in the ongoing professional development of architects to set forth a greater immediacy of climate action and scale of ambition within the Canadian architectural practice?
- 4. Round 3: Practice** (20 minutes)
  - a. What is needed to set forth a greater immediacy of climate action and scale of ambition within the Canadian architectural practice? What are the enablers, what are the barriers?
  - b. What does transformative collaboration on climate action look like in practice? What core connections are needed? Who is missing in our current approaches? What supports or tools are needed to enable transformation collaboration?
- 5. Round 4: Advocacy** (20 minutes)
  - a. What is needed from policymakers to strengthen climate action in architecture? How can the RAIC support these policy decisions?
  - b. What is one thing you would like to reimagine in advocacy by the RAIC? How can architects strengthen their advocacy to accelerate climate action ambitions?
- 6. World Café Harvest** (5 minutes per group)

If your discussion was one small group, there is no need to take any additional steps as the sharing of information occurred in each successive round.

If your discussion involved more than one small group, the World Café should be concluded with a large-group conversation where each group shares critical discoveries and insights (5 minutes each) with the rest of the participants. In this town-hall format, patterns can be identified, collective knowledge grows, and possibilities for action emerge.

# TIPS FOR MEANINGFUL ENGAGEMENT

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- In whatever format the World Café is organized ~in-person, online, etc.– it is critical that participants have clear expectations for the event.
- Include the purpose of the World Café from the outset – to gather perspectives to inform the development of the RAIC Climate Action Plan.
- Encourage reflections and sharing from participants and capture these experiences in the space provided in the Google Form.
- If you are meeting virtually, you can also let participants know that they can use the chat function in the platform you are using (i.e Zoom, GoogleMeet, Teams, etc. if they prefer to engage in that way. Be sure to transfer those comments in the Google Form so all comments are captured from the World Café.
- Each small group should complete their own [Google Form](#).

## **OTHER TIPS:**

1. Be open and deeply curious
2. Do not filter any responses
3. Listen deeply to understand perspectives

## **QUESTIONS?**

Contact [congress@raic.org](mailto:congress@raic.org)



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