



Engaging formats, methods and tactics:

Buzz Groups: Small discussion groups which break off from the larger group to discuss specific aspects of the issue or complete specific tasks.

Café/Roundtable: Participants engage in small group discussions, rotating around the room to discuss the topic(s) with many different participants in the time allotted.

Case Studies: Real-world scenarios presented for participants to analyze, discuss and, sometimes, offer solutions.

Choose your own ending model: The presenter offers a scenario or problem with two potential solutions. Participants vote to select which one, which dictates the next portion of the presentation. Can also be used in printed/electronic format as a structure for small group, scenario-based sessions.

Debate: Two parties present opposite sides of an issue and a moderator asks questions to explore each side in more depth.

Discussion Deck: a small deck of pre-printed cards is provided to each small group of 8-10. Participants pass around the deck, drawing cards with industry-relevant questions, topics or issues. One-by-one participants around the table select the most relevant or important issue for them and invite others at the table to address it.

Dotmocracy: presenters offer various options for group voting, participants are provided small, dot stickers to “vote” for their preferred choices.

Fishbowl: Participants encircle the presenters/panelists for a discussion which encourages observation, reflection and participation.

Graphic Recording: Discussion is documented through words and images.

Mini-Lectures: Speakers present on a topic in a very limited amount of time, focusing on key points and only critical aspects (variations include [Pecha Kucha](#)/[Ignite](#)).

Mini-Lectures & Discussion Groups: Presenters provide five-minute mini-lectures on a relevant topic to the group based on their experience and expertise. Following these mini-lectures, each presenter leads a discussion group on their topic for attendees for a mix of lecture and peer-to-peer learning.

Mini-Meetings: Small groups or 2-3 participants take a few minutes to discuss the information at the conclusion of a presentation (or at various times throughout).

One-Word Closing: At the conclusion of any session/presentation, invite participants to turn to one another and share their feelings/takeaway from the session in one word.



Open Space Technology: Participants drive, create and develop the agenda on-site. A bulletin-board “marketplace” of topics is established and participants select discussions to join based on topics of interest. Generally, the event concludes with debrief/reporting.

Panel Discussion: A moderated, small group of experts discussing an issue from various perspectives.

Paper Reflection: Wrap up a session with a 3-5 minute reflection exercise where participants document their learning.

Polling: Speakers ask questions of participants to gauge level of experience, solicit opinions related to session topics and/or gather information to drive the presentation. Can be done with polling technology or more traditional methods.

Presentation as Interview: Speaker/presenter is interviewed by a moderator instead of giving a lecture.

Rapid Demos: Brief (usually 5-minute) demos are offered to a small group, then groups rotate to a new demo to see a broad range of solutions in a short period of time.

Simulation: Participants are assigned “roles” and work through a case study, scenario or problem-solving exercise.

Spectogram: Facilitator invites participants to respond to a question by physically moving to a spot on an agree-disagree spectrum. Participants share their opinions on the question, showcasing various perspectives in the large group.

Split Presentation: a traditional lecture/presentation is split into two sub-presentations with time for reflection, Q&A or participant engagement in between.

Story Slam: Presenters/participants tell a brief (usually 5-minute) story around a particular theme.

Workout Session: One participant offers an example from his/her context and fellow participants collaborate on solutions and strategies.

Written Questions: Replaces traditional Q&A with participants submitting questions in writing. Can be done with cards/paper in the rooms, or via text responses, mobile apps, social media, etc.