

Open Space

Standard Work Instructions (85 mins)

Purpose: *Create work groups and initiate action on topics participants care about most.* Begin building a platform for future work.

Materials:

- Large room with designated areas (A, B, C, etc.) for group meetings
- Symposium Board (Marketplace) for topic proposals
- Large Post-it notes and markers
- Flipchart paper for each group
- Timer/clock visible to all

Process:

1. Setup (5 min)

- Facilitator explains Open Space concept and "Law of Two Feet"
- Point out pre-proposed topics on Symposium Board

2. Marketplace Opens (15 min)

- Participants propose topics on large Post-its
- Topics are placed on Symposium Board with designated meeting area

3. Session Round 1 (25 min)

- Participants join sessions of their choice
- Conveners facilitate discussions
- Groups develop recommendations and action plans
- Take notes on flipchart paper

4. Quick Check-in (5 min)

- Groups give thumbs up/down on progress
- Address any questions to improve progress

5. Session Round 2 (25 min)

- Participants can stay or move to another session
- Continue discussions, refine plans
- Prepare to report out

6. Report Out (8 min)

- Each group briefly shares commitments/charters
- Identify who needs to share or request help
- Make calls to action

7. Wrap-up (2 min)

