

Material package for the discussion organizer – the Great Nature Dialogue Day on 9 March

We are pleased that you will be organizing one or more Nature Dialogues! Here you will find materials and guidelines for organizing a discussion. Please use and adapt them as needed

If there are any changes to the topic or time of you discussions or the address for the possible registration has changed, please let us know:

alexander.kohl@sitra.fi or rasmus.sihvonon@sitra.fi. You can check the details of your organization on [the event website](#).

Definition of the target group, invitation methods and timetable

The target group can be a group within the organization, a network or a broadly diverse group. Think about with what target group you need to work with to deepen the understanding of the importance of nature and halting the loss of biodiversity. Define your target group accordingly. We recommend that 3–8 (remote) or 3–12 (face-to-face) participants. We do not recommend hybrid discussions because of their challenging nature. We hope that the discussion will last 2–3 hours.

You should use whatever channels you have available to invite participants. Just because a discussion is part of the Great Nature Dialogue Day, it does not mean that the participants will automatically find your discussion. So please take time to invite people. The more personal the invitation, the more likely you are to get people to attend. You can easily personalize the invitation text by changing the motivational questions to apply to each group or person you invite. Keep the objectives the same for everyone, so that everyone will turn up to discuss the same topic. At the end of this section, there is a link to the Timeout tool containing more information about inviting people.

The ways of inviting people depend on who you would like to participate in the discussion. If your aim is to convene as diverse a group as possible, you should use more time on the invitations. It is advisable to create an event webpage, especially if you hope that at least some of the participants will join through open registration. **If you organize a discussion with open registration, send the link to us and we will add it to the list of discussions in the event.**

You should do the invitations straight away. You can receive registrations either through a registration link or by requesting registrations, for example by email. The invitation should contain the deadline for registration at least five days before the discussion, so you can get an idea of whether you should make additional invitations, for example by sending reminder invitations, calling people or expanding the number of people to be invited.

You should send a confirmation email to those who have registered, with further instructions and a request to notify you if for any reason the person is unable to participate.

There are a number of invitation formats. It is worth making some kind of general invitation text or an event webpage that you will communicate to different groups by social media, email, on notice boards or in person. A draft text for this is attached to this message.

Do the invitation carefully, even if the participants are only a group of people from your organization, as the invitation sets the scene for an equal discussion before the participants

arrive. The invitation process is explained in more detail here:
<https://www.timeoutdialogue.fi/tool/inviting-participants/>

Invitation template for inviting participants

Use this to tailor an inspiring invitation for your target group.

[Invitation template](#) (Word)

[Invitation template](#) (PDF)

Draft script for the discussion (flow/run-through)

The draft script helps you to plan the discussion in advance. The script is meant to support the facilitation and we are not suggesting that you give it to the participants. You should, for example, print the completed script for yourself after you have modified it. The wording in the script is an example and we hope that you will adapt it according to the topic of your discussion and to suit your speaking style. We will send the final version of the script together with the introductory video and info slides.

[Draft script](#) (PDF)

[Draft script](#) (PowerPoint)

Introductory video and info slides

Use this video to get started with your dialogue. If you are organizing the discussion online, we recommend that you share the link to the video in a chat and let everyone watch the video independently during the time allotted. [Link to the introductory video](#) (make sure that the English subtitles are on in the player settings)

The info slides on biodiversity conservation and halting its loss are intended to support your discussion. If needed, you can show the information relevant to your discussion in the introduction, before going deeper in the discussion, or at some point if the discussion seems to be going off topic or not getting off the ground.

[Info slides Nature Dialogue Day](#) (PDF)

[Info slides Nature Dialogue Day](#) (PowerPoint)

Instructions for the scribe and the wording for the transcription

Ask the scribe to write down what people say as accurately as possible, without interpreting what is said and without writing down anyone's name. The scribe should not worry about spelling mistakes, the main thing is to write down what people say as coherently as possible.

Agree with the scribe who will tell the participants what the transcription will be used for. Here is a formulation you can use: *"The transcription of the discussion will be used to compile a summary of the Great Nature Dialogue Day. The summary of all the dialogues will be used to support Sitra's work on its vision Nature-wise Finland 2035 and it will be published on the Nature-wise Finland 2035 website. It will not be possible to identify anyone from the transcription or the summary."*

Summary form

Complete this form immediately after the discussion and attach the record of the discussion.

This is important as we will begin to compile the summary straight after the Nature Dialogue Day. [Link to the summary form](#)

Article on facilitating a dialogue remotely

The article explains what should be considered when facilitating a dialogue remotely. The article can be found here: <https://www.timeoutdialogue.fi/tool/constructive-online-conversation/>

Timeout cards for facilitating a discussion and the Ground rules for a constructive discussion

Download the Timeout cards for facilitating a discussion from the below link and use them to plan your discussion beforehand. <https://www.timeoutdialogue.fi/tool/cards-for-facilitating-a-discussion/>

If you want to be even more prepared, find out more about the Timeout tools here: www.eratauko.fi

Read and bear in mind the ground rules for a constructive discussion. They are the basis for a constructive discussion and should be visible to you during the discussion, (for instance in print). If the discussion is face-to-face, you can print the ground rules and place them so the participants can see them. <https://www.timeoutdialogue.fi/tool/ground-rules-for-a-constructive-discussion/>

Other useful information

- Remember to try out the remote discussion platform you are using in advance. For face-to-face discussions, make sure that the room reserved for the discussion is quiet, that you place the chairs in a circle and that the computer for showing the introductory video is working.
- A good dialogue is possible when you have 3–8 participants in the group remotely or 3–12 face-to-face participants and the facilitator.
- The discussion is likely to lead to a deeper understanding of the topic and you should also use it in your own activities. If possible, plan and agree beforehand who you will share the content of the discussion with, in addition to the general summary. For more tips on effectiveness, see: <https://www.timeoutdialogue.fi/tool/how-to-ensure-an-impact/>.
- Background information and material on the Nature-wise Finland 2035 vision, which is intended to be a realistic picture of a nature-wise Finland – a country that has managed to halt the loss of biodiversity through cooperation, is available here: <https://www.sitra.fi/hankkeet/luontoviisas-suomi-2035-visio/>.
- In social media, use the hashtags **#GreatNatureDialogue** and **#SuuriLuontodialogi**

Great to have you on board! You make the Great Nature Dialogue great.