It is great that you are involved in organising the Democracy Defence Dialogues.

**In this message you will find instructions and tips for organising a discussion. Use them and edit them to suit you.**

**If there have been any changes to the topic, time or possible registration address of your discussions, you can notify Anna-Leena at** anna-leena.mansikkala@sitra.fi**.**

**You can check the details of the discussion you are organising on** the events page**.**

Have you already signed up for the orientation if you need it? The orientations are organised on 17 May (in English), 19 May 1–4 p.m. (in Finnish) and 1 June (in English). You will receive a calendar invite from us for the orientation.

**This message contains information on**

1. Schedule
2. Target group, invitation methods and invitation schedule
3. [Editable invitation message template](https://www.sitra.fi/app/uploads/2022/05/kutsuviestin-muokattava-pohja_dialogit-en.docx)
4. Instructions for the scribe (secretary) and disclosure on recording
5. Introductory video and material package for the discussion organiser
6. [Dialogue remote facilitation article](https://www.sitra.fi/app/uploads/2022/05/dialogin-etafasilitointi-en.docx)
7. Links to [Timeout’s cards for facilitating a discussion](https://www.timeoutdialogue.fi/tool/cards-for-facilitating-a-discussion/)and ground [rules for a constructive discussion](https://www.timeoutdialogue.fi/tool/ground-rules-for-a-constructive-discussion/)
8. Other useful tips

**1) Schedule**

**Right away**

* Start inviting the participants
* Find a scribe (secretary) for the discussion

17 May orientation (en)
19 May 1–4 p.m. orientation (fi)
1 June orientation (en)

**7 June Send an information message, instructions for participation, etc. to registered participants.**

9 June The day of the Democracy Defence Dialogue

Immediately after the discussion: fill in the summary form. You will receive a link to the form together with the other material.

**2) Defining the target group, invitation methods and schedule**

Who do you want to invite to the discussion? The target group can be limited to your organisation, a network or consist of a wide variety of groups. Think about the target group with which you need to deepen your common understanding of defending democracy.

We recommend that 3–8 (remotely) or 3–12 people (face-to-face) participate in the discussion. We do not recommend a hybrid discussion due to its challenges. We hope that the length of the discussion is 2–3 hours, depending on the size of the group.

It is a good idea to start inviting people right away and use all the channels available to you (e-mail, social media channels, newsletters, etc.). The more personal the invitation, the more confident you can be that the participants will arrive to the event. If you are organising a discussion that you can openly register for, please send us the registration link and we will add it to the discussion event list.

If you use our invitation template, you are free to edit it. However, be sure to keep the goal of the discussion the same for everyone invited so that all participants arrive to discuss the same topic.

Invitations should be made immediately. You can accept registrations either through the registration link or by requesting registrations by e-mail, for example.

The invitation should state that the last day to register is at least five days before the discussion. This way you will get an idea of whether additional invitations are required, such as invitation reminders, calls or expanding the group of invitees.

It is also a good idea to send a confirmation message to those who have registered, with more detailed instructions and a request to let you know if for any reason they are unable to attend.

If you wish, you can add a link to Sitra’s website about the Dialogue Days to the invitation.

Invitations should be done carefully, as the invitation stimulates an equal discussion already before arrival. You can read more about the invitation process [here](https://www.timeoutdialogue.fi/tool/inviting-participants/).

**3)** **Invitation template for inviting participants**

You can customise an invitation that inspires your target group by using a [ready-made template](https://www.sitra.fi/app/uploads/2022/05/kutsuviestin-muokattava-pohja_dialogit-en.docx).

**4) Instructions for the scribe and disclosure on recording**

Ask the scribe (secretary) to record / write down the discussion as accurately as possible using the speaker’s sentences without interpretation and in such a way that no one’s name is recorded. The scribe should not care about typos, the main thing is to write down what is being spoken as accurately as possible.

Agree with the scribe on who will disclose what the recording will be used for. Here is a ready-maid disclosure: *A summary will be compiled on the outcomes of the dialogues, which provides insights into how individuals and communities can strengthen democracy through their own actions and how defending democracy on a local, national and international level are interlinked.* The summary will be published for everyone’s use on Sitra’s website and *the Ministry of Finance will also submit it to the state and municipal administrations*. Nobody’s identity will be indicated in the entries and summaries.

**5) Introductory video and material package for the discussion organiser**

You will receive a material package as well as a link to a video that we recommend you use in the discussion’s introduction. The material package includes a draft/template of the manuscript for the event and a link to the summary form and instructions for completing the form.

**6) Dialogue remote facilitation article**

The article explains what to look for when organising a dialogue remotely. The article is available [here](https://www.sitra.fi/app/uploads/2022/05/dialogin-etafasilitointi-en.docx).

**7) Timeout’s cards for facilitating a discussion and ground rules for a constructive discussion**

To plan a discussion, you can download [Timeout’s cards for facilitating a discussion](https://www.timeoutdialogue.fi/tool/cards-for-facilitating-a-discussion/).

Read and keep in mind the ground rules for a constructive discussion. They are the basis for keeping the discussion constructive and should be readily available to you during the discussion, for example in print. If the discussion is held face-to-face, it is a good idea to print the ground rules for the participants to see, for example in the middle of the discussion circle. [Ground rules for a constructive discussion - Timeout (timeoutdialogue.fi)](https://www.timeoutdialogue.fi/tool/ground-rules-for-a-constructive-discussion/)

**8) Other useful tips**

Be sure to test your remote platform in advance. In a face-to-face discussion, make sure the space reserved for the discussion is calm and that you are able to form a circle with the chairs and that the technology for a possible introductory video works.

A good dialogue is possible when the group has 3–8 participants remotely or 3–12 participants face-to-face as well as a facilitator and scribe (secretary).

The discussion is likely to generate a better understanding on the topic for all participants. You should also utilise this improved understanding in your operation. More information on impact can be found here [How to ensure an impact - Timeout (timeoutdialogue.fi)](https://www.timeoutdialogue.fi/tool/how-to-ensure-an-impact/)

When using social media, please use the hashtag **#DemokratianPuolustusdialogit**

**Thank you for being involved in the Democracy Defence Dialogues. Your contribution is important!**

**Bonus challenge invitation**

If you want to challenge your networks, partners or other people, [here is a ready-made challenge message](https://www.sitra.fi/app/uploads/2022/05/ready-made-challenge-message.docx), for example to be distributed by e-mail.