

Table 1.1**Types of Facilitated Processes**

Process Type	Deliverables	Key Features
<p>1. <i>Annual general meeting (AGM)</i>. A regular session with board members and general members of a not-for-profit group or other organization; focus is primarily on reporting on the past year and voting on key decisions for the future; usually chaired rather than facilitated.</p>	<p>Updates; issues analysis; report; decisions on key agenda items, based on voting</p>	<p>Presentations enhance attendance or highlight business items or current issues.</p> <p>Often substantial audio-visual (AV) and technical support.</p>
<p>2. <i>Board meeting</i>. A regular meeting of an organization's board of directors (and often some members) focused on the policies and related decisions required to manage the business or program as described in the organization's strategic plan; usually chaired rather than facilitated.</p>	<p>Problem solving; policy development; strategic plan; ethical guidelines; decisions on strategic items, often with a confidential voting process</p>	<p>Room setup often an open rectangle.</p> <p>Presentations by informants for educational purposes.</p>
<p>3. <i>Charrette</i>. A facilitated, collaborative, intensive work session that usually takes place over several days and with all interested parties as participants (National Charrette Institute, 2008).</p>	<p>Problem identification and description; information sharing; consensus-based decision making focused on community ownership</p>	<p>Expert speakers as required to support decision making.</p> <p>A series of meetings and design sessions compressed into several days.</p>
<p>4. <i>Chartered forum</i>. A membership-based assembly of like-minded individuals (for example, professionals) who meet virtually or in person through a regular forum (for example, biannually) or on an ongoing basis to discuss, coordinate, and promote common issues and areas of interest; may be chaired or facilitated.</p>	<p>Issues identification; analysis and resolution; practice guidelines; sometimes involves consensus-based decision making</p>	<p>Guests and new members may be included.</p> <p>Speakers bring interesting perspectives on new issues and approaches.</p> <p>Presentation outlines support technical discussions and note taking.</p> <p>Virtual and real-time discussions in small groups and plenary sessions.</p>
<p>5. <i>Colloquium</i>. An academic conference or seminar of interested participants, focused on dialogue and conversation; usually chaired.</p>	<p>Knowledge transfer and exchange; networking; community development</p>	<p>Speakers with academic expertise.</p> <p>Discussions in plenary session and informal small groups: for example, standing around café tables during breaks.</p> <p>Copies of presentations often provided.</p>

Table 1.1**Types of Facilitated Processes, Cont'd.**

Process Type	Deliverables	Key Features
<p>6. <i>Community conversation.</i> A discussion—often hosted over several meetings—that is focused on building or enhancing a space for belonging and accountability in a community; the emphasis is on the various gifts that participants bring in relation to the future rather than on past problems.</p>	<p>A community where people are committed and connected to each other and to a shared purpose</p>	<p>Setup usually a circle of movable chairs, without tables.</p> <p>Meeting space setup and aesthetics reflect the intention of the community participants want to create.</p>
<p>7. <i>Conference.</i> A large (usually) gathering that brings together people who want to hear about, learn, or discuss important matters in a specific area; usually chaired; may be designed by a process consultant or meeting planner.</p>	<p>Information sharing; networking; product promotion</p>	<p>Participation open and based on interest or by invitation to members or specific groups.</p> <p>Inspiring, high-quality presentations a key success factor.</p> <p>Both large plenary and smaller concurrent sessions at various times and places and in both virtual and real time.</p>
<p>8. <i>Consultation.</i> A facilitated workshop or longer process (for example, a series of workshops or focus groups) where participants are encouraged to advocate their points of view, advise, consult with one another, or be consulted by another party, or perform some combination of these tasks.</p>	<p>Information gathering; focused discussion; report; recommendations for action</p>	<p>Participation usually by invitation but may also be open to interested individuals and groups.</p> <p>Focus on hearing participants' opinions; decision making not involved.</p> <p>Speakers may enable discussion.</p> <p>Seating arranged to support maximum input; participant contact information important for follow-up purposes.</p>
<p>9. <i>Forum.</i> A formal meeting for public discussion; usually chaired; sometimes facilitated.</p>	<p>Structured discussion; issues exploration; networking; question generation</p>	<p>Participation open to interested parties or by invitation based on perspectives.</p> <p>Speakers, especially at the start.</p> <p>Room setup often theater style due to formality of session; usually involves a podium and microphone.</p>

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10. <i>Kickoff meeting.</i> An initial session of a longer project or process where the focus is on building enthusiasm and understanding for an agenda, key themes, or issues; often half a day or less; usually facilitated.	Commitment to and buy-in for an idea or project	Participation by invitation to a specific group. Motivational speakers usually featured. Themed giveaways, videos, and special effects frequently employed.
11. <i>Roundtable.</i> A facilitated or chaired workshop where expert invitees share equal influence and status; most roundtables process information on a subject with a view toward decision making at the conclusion of the process. (King Arthur and his chosen knights are said to have sat at a round table so that none would have preference (see, for example, <i>Timeless Myths</i> , 2008).	Input to decision making; question generation; information sharing; creative thinking	Participants are experts, so few or no speakers required. Seating arrangement supports eye contact and equality of participants.
12. <i>Search conference.</i> A facilitated opportunity to discover common ground and imagine an ideal future; uses methods of discovery, analysis, and dialogue to broaden perspectives, expand horizons, and lead to committed action (Weisbord and others, 1992, p. xiii).	Decisions or recommendations on vision, strategic directions, community and network development, and next steps	Speakers may provide a focus for discussions that follow. Room layout corresponds to agenda; must support equitable and intensive discussion.
13. <i>Seminar.</i> A short (often a few hours), intensive course of study on a specific topic; often a meeting of specialists; usually small in size and chaired, not facilitated.	Informed speakers; knowledge transfer and exchange; critical reflection; presentation summaries	Participation based on interest or restricted by invitation. Speakers are a highlight and focus on a specific topic. Room setup often theater style.
14. <i>Summit.</i> A facilitated conference where leading people in a topic area meet to discuss and come to agreement on key considerations for the future.	Informed speakers; technical background documents; conclusions and recommendations	Participation by invitation to current or future leaders in a field. High-profile speakers usually featured.

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15. <i>Symposium</i> . An opportunity to learn from experts and discuss ideas with colleagues over a day or more; may, for example, be set up as a weeklong study tour focused on a specific topic; frequently chaired rather than facilitated.	Summary of expert presentations; problem solving; networking; report	Participation by invitation to a profession or based on interest. Speakers a key part of the agenda. Room setup usually theater style.
16. <i>Town hall meeting</i> . A facilitated, open, informal gathering where general presentations are made and views on a subject are explored; usually half a day or less.	Background documents; exploration of ideas and approaches	Participation focuses on a specific community. Speakers usually leaders with accountability related to the topic. Room setup often informal; requires AV support for special presentations.
17. <i>Think tank</i> . A gathering where a group of experts, key informants, or opinion leaders provide advice and ideas on a specific topic; usually facilitated.	Collaborative, creative thinking on an important topic; new ideas and options for action rather than decisions	Participation by invitation to people with expertise. Speakers spark discussion and encourage creativity and innovation. Tools for working together creatively, such as poster walls and markers, may be used.
18. <i>Workshop</i> . A facilitated process with a specific purpose for a limited time period: for example, a few hours, a day, a weekend, or a week; participants are actively involved in doing work focused on outcomes.	Conclusions, recommendations, or decisions related to objectives; report	Effective room and group setups vary considerably; tables for taking notes helpful in some situations.