

Checklist for Convening A Forum on Privacy

[American Library Association Center for Public Life](#)

Logistics

- Pick a 2-3 hour time slot that works best.
- Ensure availability of restrooms (including handicapped accessible) and water.
- Book room(s) where 25 people can sit in a circle comfortably.
- Arrange seating U-shaped or in a circle, with or without tables.
- Acquire Guidelines and Reflections Posters from [NIFI](#) (not essential).
- Equip the dialogue rooms with:
 - o Microphones (if necessary)
 - o Easels with flip charts
 - o Markers (multiple colors)
- Copy extra issue books (participant guides, including issue map)
- Set up and staff a sign-in location, with sign-in sheets and participant guides.
- Provide refreshments (optional).

Advance Publicity

- Announce through newspaper/radio/TV.
- Post flyers.
- Include in newsletters of participating groups.
- Announce on social networking sites and listservs.

Participants

- Recruit diverse voices to participate, including people with different viewpoints and demographics.
- Determine a pre- and on-site registration process, if necessary.

Moderators, Recorders, Observers

- Choose moderator(s) and recorder(s)—at least 1 each for each group of 25.
- Encourage the moderator/recorder teams to agree on rules for running the forum.

Report Results

- Prepare a short report about your forum that you share on the [ALA Connect site](#) and with participants/officials who might find the results of interest.