7. World Cafe

Specifications:

- Duration: 1,5 hr - 2 hrs

- Participants: 12 - 60

- Environment: face-to-face, Teams or Zoom

orchidea

World Cafe - preparations

- Divide participants to groups of 4 -5 people.
  - All groups should have at least one participant with previous experience in Orchidea Workshop, so that they can help inexperienced participants during breakout sessions
- If you have only one topic, you need only one workshop session. If you have several topics, you need own workshop session for each topic.
- Invite all participants to all workshops so that they get access to them.
- Important
  - If the users are using Orchidea Workshop for the first time, they must login to the workshops from the email invitations.
  - If the invited users are returning users, they can see all workshops in the workshop list.
- Plan how to communicate (slide, email, chat…) to participants in the beginning which groups they belong to and which workshops they should join
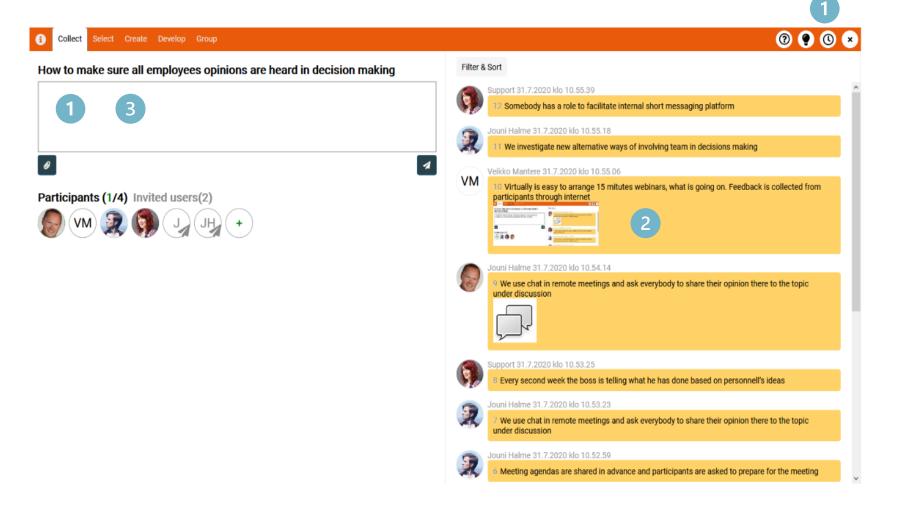
orchidea

World Cafe - preparations

- Show participants how to move between workshops in the workshop list

- As the workshop is started in breakouts, you should make sure that participants know which workshop they should join in the beginning
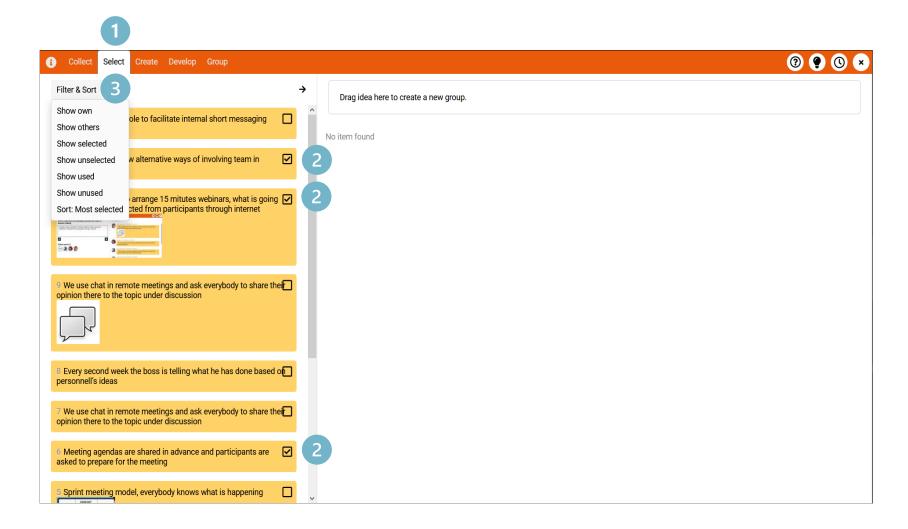
orchidea

World Cafe – collect ideas

1. Ask participants to tell in their breakout groups insights to the topic of the group. Insights should be also written down as ideas. About 20 minutes for group phase. Set the timer on.

2. After the discussion one participant from the group will remain with the topic and he will be moved to a new breakout group to present the ideas of his original group in 2 mins.

3. New group discusses the topic and writes down their insights, about 10-20 minutes / topic

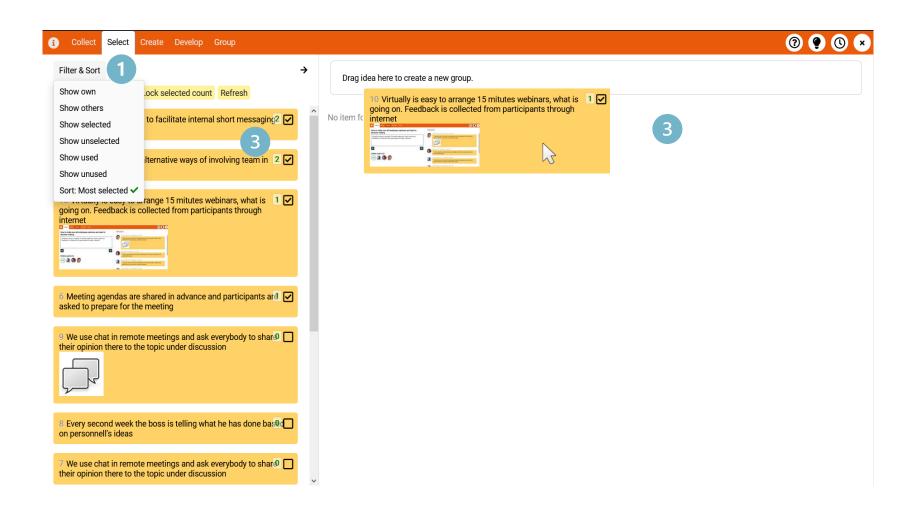4. 2. & 3. are repeated also with a 3rd group

World Cafe – vote

1. Ask participants to move to *Select*

2. Ask everyone to select the most important insights in all groups where they participated. Establish the criteria for voting and the number of votes per participant (15-25 % of total idea count)

Duration: About three minutes for each topic
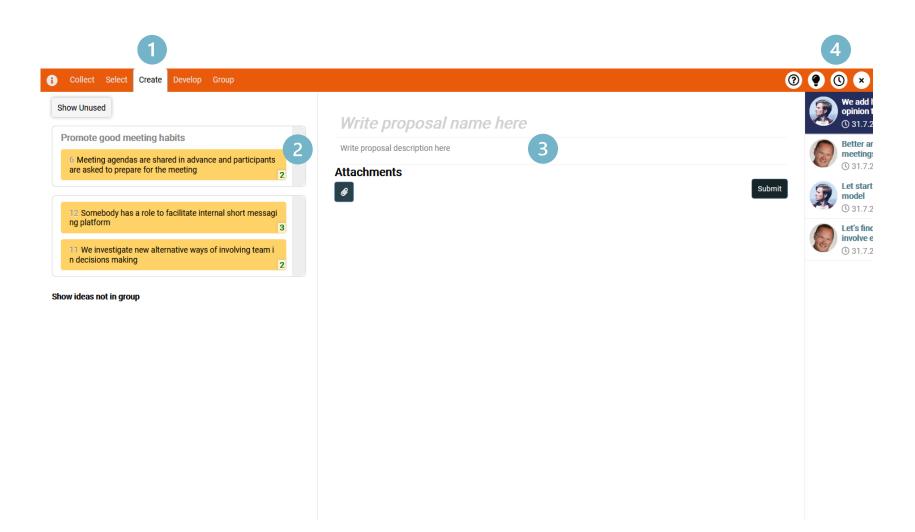
3. See Filter & Sort in the next slide

World Cafe – select

1. Organize participants back to their original breakout group and ask them to sort the insights based on popularity by choosing *Filter & Sort => Sort: Most selected*

2. The group agrees that who (the operator) should share the screen.

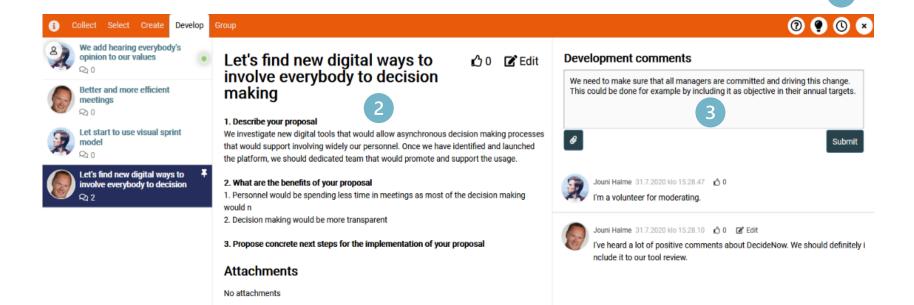3. The operator drags and drops about 10-15 most voted insights to the right. These will be discussed in *Create* tab.

orchidea

World Cafe – create

1. The operator moves to *Create*

2. The operator drags and drops to the right insights based on group's opinions.

3. The operator adds bullet points to the text editor based on group's opinions and discussion.

4. The facilitator gives 10-20 minutes and sets the timer on in each topic.

World Cafe – develop

1. All participant should return to main session from breakout groups
2. Each group presents their proposals in 2-4 minutes. The facilitator sets the timer on.
3. Members of other groups move to the Develop page of that topic and can post their development comments.
4. At the end of facilitator can export the results to Word-document by clicking the three dots on the right-hand side of the workshop name in the workshop list.

orchidea