

Roundtable Facilitator's Toolkit

ROUNDTABLE DISCUSSIONS

Thank you for your leadership and willingness to host an Active Transportation Roundtable!

Hosting a Roundtable is a key step in developing our Active Transportation Action Plan. The Action Plan is funded through the Minnesota Department of Transportation's (MnDOT) Active Transportation Program. This Toolkit provides everything you will need to host successful events to surface community vision, concerns, and ideas to help shape our Plan. Roundtable discussions...

- ➔ Bring together community members and stakeholders from diverse perspectives to share their vision, challenges, and ideas to improve walking, biking, and rolling for everyone in our community.
- ➔ Invite us to sit together for community-led conversations to advance our collective work.
- ➔ Foster local voices, strengthen relationships, and increase ownership and involvement necessary to build healthier, more inclusive, and sustainable streets.

STREETS (AND TRAILS) ARE UNIQUE

Streets (and trails) represent one of the largest areas of public space in our community. The look, feel and function of street space influences how we move and how we interact with each other. Simply put:

Streets **are safe, comfortable, and inviting for all users**, or they are not.

Streets **provide options for people** to walk, bike, access transit, push a loved one in a stroller or wheelchair, or they limit choices.

Streets **foster social and economic life**, or they contribute to social isolation and economic decline.

Streets **help cool the environment**, or they contribute to heat gain.

All streets are unique. Each one has its own specific issues, strengths, and flavors. Every street is a complex microcosm teeming with life. We all dream of public spaces where people from all lived experiences, social classes, and cultural backgrounds move and live freely. We all want our streets to reflect who we are, how we want to move, and where we want to come together.

ROUNDTABLE GOALS

This is an opportunity for us to rethink **how our streets, our shared public spaces, get prioritized and designed**. With your help, the Action Plan will:

- Center people's lived experience, vision, and ideas on how to create safe, comfortable, and inviting streets to walk, bike and roll for everyone in our community;
- Create a community-generated roadmap to inspire action; and
- Ensure we take steps to implement a multimodal transportation network that puts us (not cars) at the center of street design—maximizing our health, our environment, and our economy.

➔ **Let's put this Toolkit to work...**

Roundtable Facilitator's Toolkit, continued

WHAT'S INCLUDED IN THIS TOOLKIT?

The Toolkit provides everything you will need to host an engaging Roundtable to ensure the Plan:

- Expands the base of communities, partners and voices involved (i.e. youth, businesses, grassroots leaders, neighborhood organizations, cultural communities)
- Creates a united vision for Active Transportation
- Assess common challenges by gathering local expertise and knowledge to better identify positive change and uncover innovative ideas
- Identifies local solutions to strengthen community partnership and implementation

Your Toolkit includes:



Facilitator's how-to steps



Mentimeter slides

HOW DO I USE THIS TOOLKIT?

Everyone in their own way makes our streets unique, more prosperous, and more inclusive. Everyone has a role to play.

Hosting a Roundtable is for community leaders of all types. This Toolkit offers an easy-to-use approach to host a 20-minute rapid response roundtable during an existing meeting or gathering.

- 1 Step 1** – Carefully review the facilitators Toolkit, which provides detailed guidance on how to set-up and convene successful community Roundtables.
- 2 Step 2** – Rehearse. Get comfortable with the script, Mentimeter slides and flow of the meeting. 20 minutes will go fast!
- 3 Step 3** – Convene your Roundtable, using the presentation and script provided.

THOUGHTFUL ENGAGEMENT

Before you start with the nuts and bolts of planning your Roundtable, it's important to consider *how to think about engagement*.

This Toolkit provides an approach for community conversations and engagement that is:



• **Human-Centered:** To address design challenges, we need to understand the unique needs and motivations of users, especially with communities most impacted.



• **Collaborative:** A diversity of worldviews and perspectives are always stronger than one when solving challenges and encouraging innovations.



• **Insight-Driven:** Listen to community members, stakeholders, and be inspired to find new ways to design and act, together, to create change.






Keep reading to learn about best practices for your Roundtable event.

Roundtable Facilitator's Instructions

ACTIVITY

Active Transportation Roundtable

TIME	PARTICIPANTS	TYPE
 20–25 minutes	 5–20+ people	 Interactive group discussion

This is a fast and dynamic activity. The Roundtable is designed as a rapid response brainstorm conversation. It creatively engages participants in generating vision, challenges, and ideas to improve walking, biking, and rolling for everyone in our community.

Review, Review, and Review!
The session will go fast!

TIPS AND TRICKS

- ➔ **Reassure** people it's OK to share their responses even if not fully flushed out.
- ➔ **Encourage** people to speak up by asking them to take a few seconds to explain their response.
- ➔ **Embrace** the silence while people are thinking and responding.

You might need to break the silence by commenting on a response you see or calling on someone and asking if that person can share more.

Example prompts: What do you mean by... Can you share more about...

SETTING THE TABLE

Invite a Diverse Group of People:

Determine the group of participants. Who would you like to bring together to share ideas and experiences? You may find it easiest to hold a roundtable during your organization's existing meeting or gathering. You may also wish to bring new voices to your group by partnering with another group to leverage their network.

Set a Place, Date and Time:

Choose a meeting location and time that is comfortable, convenient, and accessible. Who would you like to include; where do they meet up? Are you wondering how to welcome youth who often meet at the playground? Use the playground for a gathering spot to hold a "around the merry go roundtable" or "courtside roundtable." Are church meetings or church services a place where seniors or new immigrant families meet? Partner with the church for a small gathering. Places where people feel a sense of belonging are good places to meet, and a good starting point for people to connect and participate. Perhaps meeting virtually is best. Be sure to give a minimum of two weeks' notice. A reminder email, text or call 2-days before the event helps increase attendance. You can also use this tool pop-up style, in which case you may not need to worry about the formal invitations.

Plan for 20 Minutes:

Keep the session short to maintain focus, energy, honor people's time, and easily integrate into an existing meeting agenda.

Create an Inviting Environment:

Is language interpretation needed? If hybrid, make sure you have an "owl" camera so everyone online can see who is in the room. Are there other accessibility needs you need to accommodate? If in person, refreshments are a welcome sign of appreciation.

Roundtable Facilitator's Instructions, continued

MENTIMETER OVERVIEW

For this activity you will be presenting slides using Mentimeter (or Menti).



STEPS FOR ACCESSING THE PRESENTATION:

- 1 **Step 1** – Go to www.mentimeter.com and sign up for a free Mentimeter account.
- 2 **Step 2** – Add the presentation from the link that's been emailed to you from your MnDOT planning or engagement team lead.

STEPS FOR PRESENTING THE SLIDES:

- 1 **Step 1** – Log-in to your Mentimeter account.
- 2 **Step 2** – Click blue button "My presentations" to find your Roundtable presentation.
- 3 **Step 3** – Click the play button to start presentation.
- 4 **Step 4** – Share your screen so participants (attending in-person and/or virtual can see presentation).
- 5 **Step 5** – To make slides full screen: hover mouse along lower left side of slide. A toolbar will pop-up, click the first icon (arrows going opposite direction) OR press 'F' on your keyboard.
- 6 **Step 6** – To advance slides: Hover mouse along lower left side of slide for the toolbar. Click the "next slide" arrow (arrow pointing right) OR press right arrow on your keyboard. To go back to a previous slide click the "previous slide" arrow (arrow pointing left) OR left arrow on your keyboard.

STEPS FOR SHARING BACK RESULTS:

- 1 **Step 1** – To download session results: Go to your Mentimeter account and select » My Presentations.
- 2 **Step 2** – Find your Roundtable presentation and click the three dots.
- 3 **Step 3** – Click the "View Results" link.
- 4 **Step 4** – Click the blue "Download PDF" button and the gray "Export results" button to download a PDF and Excel spreadsheet.
- 5 **Step 5** – Email the downloaded documents back to the person who shared this information with you.

 Now, let's set the Roundtable in motion!

Roundtable Facilitator's Script

TIME 🕒	ACTIVITY/AGENDA ☰	SCRIPT 🗨️
20–30 min. before	Event Set-Up Set up your computer, projector, audio, and open presentation slides.	
5 min. before	Greet Participants Say hello during arrival	<p>➔ Present the Mentimeter on “Welcome” slide</p> <p>🗨️ Hello! Thank you for coming. We will get started in about 5-minutes.</p>
00:00	Start & Introduction (5 min) <ul style="list-style-type: none"> • Welcome! • Why we're here • Mentimeter overview 	<p>🗨️ Welcome! My name is [name]. I will be leading today's roundtable as your friendly facilitator. <i>(Introduce yourself—role, job, project interests/passion, etc.)</i></p> <p>➔ Advance to What You'll Need slide</p> <p>🗨️ For today's activity you'll need a cellphone, tablet, or computer. If you don't have any technology with you, feel free to write your answers down on a piece of paper.</p> <p>➔ Advance to Why We're Here slide</p> <p>🗨️ We're hosting today's interactive session as an opportunity to hear your experience, vision, and ideas about Active Transportation in our community. The insights shared will help us shape our Active Transportation Action Plan that [the city] is leading. This plan will be a roadmap of community-generated priorities that will build a more equitable, healthy, sustainable transportation network.</p> <p>🗨️ Every street is already designed, and thus can be redesigned! Today's activities are some fun, interactive ways you can start to contribute to the design-thinking of our transportation system based on your unique perspectives of how you travel today for work, school and play and how our transportation system can meet your needs more successfully in the future. This session is intended to be a fun so please get ready to participate! We will be using an interactive polling tool called Mentimeter to record your insights.</p> <p>➔ Advance to How to Use Mentimeter slide</p> <p>🗨️ Let's do a little Mentimeter 101 for those that have not used this tool before. You can either scan the QR code shown or go to www.menti.com and enter the number code on the screen <i>(read code aloud twice)</i>. I'll give everyone a few seconds to get into Mentimeter.</p> <p><i>(If someone has difficulty joining or doesn't have a phone, ask people to buddy-up—participants can share multiple times so ask pairs to take turns to input their ideas.)</i></p> <p>🗨️ Let's try out Menti and do a round of introductions.</p> <p>➔ Advance to Introduction slide</p>
00:05	Group Introductions (2 min) <ul style="list-style-type: none"> • Name, organization/role • What is your favorite way to get around? • What makes a street special/functional to you? 	<p>🗨️ Once you're in Mentimeter you'll be invited to share your name, organization, and role <i>(1 min)</i></p> <p>➔ Advance to next slide</p> <p>🗨️ “What's your favorite way to get around?” <i>(30 seconds)</i></p> <p>➔ Advance to next slide</p> <p>🗨️ What makes a street special or functional to you? <i>(30 seconds)</i></p> <p>🗨️ Let's move on to our first Roundtable activity.</p> <p>➔ Advance to the Topic 1 slide</p>

Roundtable Facilitator's Script, continued

TIME 🕒	ACTIVITY/AGENDA ☰	SCRIPT 💬
00:08	Topic 1: Vision (4 min) What would a safe, comfortable, and inviting street space look like to walk, bike, and roll for everyone in our community?	<ul style="list-style-type: none"> 💬 For this round think of your vision—a statement or image that depicts the future you want to see that advances walking, biking, and rolling for everyone in our community. A vision is bold, inspiring, and motivational. 💬 Write your vision in a Twitter-style “tweet.” Let’s see how many likes or followers you will get! (1 min) <p><i>(Menti allows 250 characters. People will know when they are at 140 characters when the character number counter on their screen is at 110.)</i></p> <ul style="list-style-type: none"> 💬 1-minute warning 💬 30 more seconds to respond <p>➔ Advance to Topic 2 slide</p>
00:13	Topic 2: Challenges (4 min) What challenges do you (or others you know) face while walking, biking, rolling in our community street spaces?	<ul style="list-style-type: none"> 💬 Now please take a few minutes to write a story that describes the challenges you face or see while walking, biking, or rolling in our community street spaces. Your story can only be 6 words. 💬 For example: <ul style="list-style-type: none"> • A small bike, a large car. • Will they see when I cross? 💬 Think about capturing any narrative, conflicts, or emotions that help illustrate your challenge. (30 seconds) <p>➔ Advance to Topic 3 slide</p>
00:18	Topic 3: Solutions (4 min) What can we do to make our street spaces safe, comfortable, and inviting for everyone in our community?	<ul style="list-style-type: none"> 💬 Finally, let’s answer the question: What can be done to make our streets into spaces that are safe, comfortable, and inviting for everyone? (2 min.) <p><i>(Reflect back what you are seeing)</i></p> <p>➔ Advance to next slide</p> <ul style="list-style-type: none"> 💬 Think about the answers from the last question... Which ideas did you like or what stood out to you? (2 min.)
00:23	Other (1 min) What else is important to consider?	<ul style="list-style-type: none"> 💬 Before we close, what else is important to consider? Is there anything about your experience walking/biking that you didn’t share, and would like to? What time, skill, expertise would you like to continue to share to the project, if at all? (40 seconds) <p>➔ Advance to next slide</p> <ul style="list-style-type: none"> 💬 How do you think today’s session went? (20 seconds)
00:25	Conclude <ul style="list-style-type: none"> • Interactive map • Join upcoming mapping workshop 	<p>➔ Advance to the Stay Connected slide</p> <ul style="list-style-type: none"> 💬 Thank you for participating! <p><i>(Invite participants to join us for more—a walk and mapping workshop—on [DAY OF WEEK, MONTH, DAY] at [LOCATION] from [TIME].)</i></p>