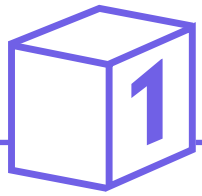
Our Guides - at a glance

Conference on the **Future** of **Europe**



ABOUT THE CONFERENCE ON THE FUTURE OF EUROPE

The Conference on the Future of Europe gives European citizens a platform to **discuss and contribute** to the debate about the **future of Europe**. You can participate in three ways: share your ideas, attend an event near you or online, or organise your own in-person and/or online event as part of the Conference. All of the information you need, including several guides, can be found in your language on the Conference's multilingual digital platform: **futurEU.europa.eu**.

Here is a quick overview to help you **get started with organising your participatory event**.

EVENT OBJECTIVES

- Enable **constructive conversations related to the future of Europe**
- Focus on **ideas and solutions to problems**
- Develop **collective ideas** in groups
- Build consensus on ideas and **empower people** to share
- Report on the Conference platform **in a clear, representative and honest way**

Location

In-person and/or online, depending on your local situation

Before the event

- **Register on the Conference platform**

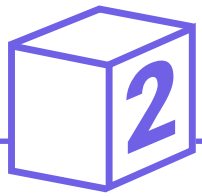
  Go to **futurEU.europa.eu** and **add your event to the map**.

  Follow our detailed guide if you need help doing so.

- **Communicate about your event and the Conference to people around you**

  Invite friends and neighbours; **reach out** to local groups and institutions, to targeted audiences or the wider public. Spread the word on **social media** using the Conference hashtag **#TheFutureIsYours**

Read our tips to reach out to more!



Choose a format

To make your event as participatory as possible, we recommend you choose a format with **ample room for discussions and contributions from participants**. Find suggestions in our dedicated guide.

Prepare the (digital) space

If the event is in-person, arrange tables and chairs in a way that encourages participation (circle(s), no stage, etc.) and make sure you have boards to display the ideas.

If the event is online, make sure there is a channel for questions and technical support. Breakout rooms are useful for discussions in smaller groups.

Prepare the team

In addition to a person **taking notes** and one **keeping track of the chat** (if digital), try to have **interpreters** present if there are potential language issues.

Try to appoint both a chair of the session and a moderator. During group discussions, we recommend having **one moderator per group**.

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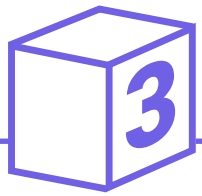


During the event

Introduce

When the event starts, explain to participants:

- The Conference's objectives.
- The **event's rules (**see the Charter**)** and method chosen to organise the debate.
- How the event's discussions will feed back to the European level.

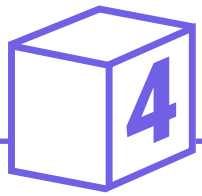
Ask for written **consent** if photos or videos are taken, informing the participants in advance that they may be reused for the purposes of the Conference.

Tips for moderators

- Make sure **everyone gets a chance to speak**.
- If needed, help participants to develop their points using **simple follow-up questions**.
- **Do not reinterpret** what people say. When in doubt, ask them what they mean.
- **Encourage fact-based discussions**. If there are disagreements, invite the participants to use the various factsheets or to call on experts present in the room to provide diverse and objective sources of information.

Guarantors

Don't hesitate to ask participants for help with note taking and reporting. You can for instance invite two participants to proofread the summary of the outcomes and ideas from the event.



After the event

Report on the Conference platform

Go back to the platform and report on your event by adding:

- a written summary
- the ideas that the participants agreed to submit

You can find a detailed guide on how to do that on the platform's toolkit page.

Share your highlights

Share your highlights of the event via social media with the hashtag #TheFutureIsYours

Read more

We hope that these initial recommendations will be useful. You will find many other helpful tips and guides on the toolkit page of the platform at futurEU.europa.eu.

We can't wait to see the amazing event(s) you'll be organising!

If you would like more help in organising your event, you can contact:

- **Your local Europe Direct Information Centre**
- **The national offices of EU Institutions (European Parliament Liaison Offices and European Commission Representations)**