

Sample Agenda: Decision-Making or Collaborative Action

EVENT NAME:

CLIMATE CHOICES: HOW SHOULD WE MEET THE CHALLENGES OF A WARMING PLANET?*

| TIME | SECTION FOCUS | LEADER | INTENDED OUTCOME |
|----------------|--|--------|---|
| 12:00-12:15 PM | Snacks and mingling | None | Participants enjoy refreshments and have a chance to meet one another before the conversation start |
| 12:15-12:25 PM | Welcome, introduction of topic, review of ground rules | Miguel | Participants are clear about the topic, agreements on the ground rules |
| 12:25-12:35 PM | Personal stake in the issue | Molly | Participants share how this topic has impacted them or their family |
| 12:35-12:55 PM | Option 1: Sharply reduce carbon emissions | Miguel | Participants examine the option and weigh the benefits, drawbacks, and tradeoffs |
| 12:55-1:15 PM | Option 2: Prepare and protect our communities | Molly | Participants examine the option and weigh the benefits, drawbacks, and tradeoffs |
| 1:15-1:35 PM | Option 3: Accelerate innovation | Miguel | Participants examine the option and weigh the benefits, drawbacks, and tradeoffs |
| 1:35-1:55 PM | Reflections | Molly | Participants reflect on the conversation: what surprised them, areas of common ground, perspectives missing from the conversation, things still to be discussed |
| 1:55-2:00 PM | Thanks, survey | Miguel | Participants fill out survey sharing their reflections, demographics |

*Topic and options outlined are borrowed from National Issues Forums issue guide, *Climate Choices: How Should We Meet the Challenges of a Warming Planet?*