

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?*