

Community Forum Detailed Schedule

Time	Topic/Activity
<i>BLOCK ONE</i>	
10:15 AM – 10:25 AM	Introduction
10:25 AM – 10:30 AM	Underlying Philosophy
10:30 AM – 10:35 AM	Questions
10:35 AM – 10:55 AM	Café Etiquette
10:55 AM – 11:05 AM	Break
<i>BLOCK TWO</i>	
11:05 AM – 11:25 AM	Discussion Round 1
11:25 AM – 11:30 AM	Individual Reflection
11:30 AM – 11:35 AM	Questions
11:35 AM – 11:40 AM	Table Switch
11:40 AM – 12:00 PM	Discussion Round 2
12:00 PM – 12:05 PM	Individual Reflection
12:05 PM – 12:25 PM	Lunch Break
<i>BLOCK THREE</i>	
12:25 PM – 12:30 PM	Table Switch
12:30 PM – 12:50 PM	Discussion Round 3
12:50 PM – 12:55 PM	Individual Reflection
12:55 PM – 1:10 PM	Touring the Tables
<i>BLOCK FOUR</i>	
1:10 PM – 1:15 PM	Table Switch
1:15 PM – 1:35 PM	Discussion Round 4
1:35 PM – 1:55 PM	Large Group Discussion
1:55 PM – 2:00 PM	Wrapping Up
If you are a community leader, you are welcome to stay in the space past 2:00 PM for optional networking.	

Community Forum Materials (for 30 participants)

Materials/Supplies/Equipment
AV for PowerPoint presentation
Podium and wireless microphone(s)
7 round tables and chairs (4-5 at each table)
2 long rectangular tables for food
1 long rectangular table for registration (ask participants to bring materials from their organizations to place on this table)
Folders containing: <ul style="list-style-type: none">• A welcome document containing a schedule and detailed instructions• Informed consent forms• Participant incentive (if applicable)• Executive summary of research findings• Café etiquette ground rules• Link to feedback survey and project website• Researcher business card
Registration sign-in sheet color coded by folder type
Butcher paper table cover rolls (enough for covering of 7 tables size 60” in diameter)
Plastic table covers to put under butcher paper
Table cloth holders (4 per table plus extra for registration and food tables)
Pens, markers, crayons
Cups for writing instruments
Notebooks for table hosts
2 wall easels
2 Post-It easel pads
3M removable wall mounting tabs (for table covers)
Institutional table cloth for registration table and food tables
7 table flowers with vases, extras for the registration and food tables
Name tags
2” Avery round printable stickers that have pronouns printed on them; extra blank ones for participants to write in their pronouns
Institutional swag (e.g., USC-branded flashlights, bags, etc.)
Breakfast, coffee, juice, and water for 30 (with GF and vegan options)
Lunch and beverages for 30 (with GF and vegan options)