

Public meeting



TYPE OF TOOL: **INTERPERSONAL COMMUNICATION/PUBLIC SPEAKING**



Goals

- ▶ Inform; Sensitization; Awareness/Alert
- ▶ Call for Action, Decision; Bring together, Unite



Targets

- ▶ Communities
- ▶ Elected officials; Influencers
- ▶ Decision-makers
- ▶ Community Leaders



Production Steps

DESIGN

A Public Meeting is a gathering that brings together a group of people, i.e., two, three or even more parties. The participants should be invited in advance. Use various contact means: Mail, radio announcement, posters, door-to-door, community relays, personal invitations the Village Chief, community leaders, and authorities. Provide information about the purpose, time, etc. so they can prepare. Choose an adequate public space to hold the gathering. If possible, have on hand a good quality sound system, speakers, and microphones. If needed, video equipment for projection of films or presentation and any other visual materials.

PRODUCTION

A Public Meeting should be well organized and prepared in advance to help avoid any problems. It is advisable to do an "Internal Guidelines" policy which is shared at the beginning of the meeting, providing some general ground rules for the meeting. For example, "No interrupting," "Ask to speak," "No personal attacks or insults," etc. There should be a Program Chair or Moderator who will serve as the facilitator. It is preferable that the person chosen for this role be fluent in the main indigenous language spoken in the community as well as whatever is the official language so as to be able to understand and guide the discussion. One person should be designated as the "Rapporteur" to take notes and then produce a final report about the meeting.

Key points:

Have a sign-in sheet for attendance; Have some way to gather feedback following the meeting (for example, do interviews with participants at the end of the meeting). Choose as the meeting Moderator (Master/Mistress of Ceremony) someone who is well-known to the community and/or is someone who has status/influence and who also has the capacity to moderate a meeting. The objectives and discussion points of the meeting should be stated at the beginning of the gather. When setting up the seating, make an arrangement which favors face to face communication (circle, rectangle pattern), if possible.



Content

- Inform
- Consider all ideas
- Give the floor to as many different people as possible

MESSAGES

Inform; Sensitization; Awareness/Alert
Call for Action; Decision-making

IMAGES

- Think of taking photos and videos of the event for the organization's archives and for future Experience Capitalization, sharing via the Internet, etc.
- Be mindful of Copyrights and Authorizations for capturing/sharing images of people who are filmed or photographed.



Indicators

- Number of participants/attendees
- Quality of the debates
- Demonstration of commitment of the participants
- Length of the program



Experience Capitalization

It is important to capitalize on Public Meeting to have an idea about a project's progress, to get a gauge on whether the proposed project action plans are pertinent/ relevant or not. However, preparation for the capitalization begins with having good documentation, starting with a detailed Public Meeting report, feedback from the participant interviews and also visual documentation (photos and videos).