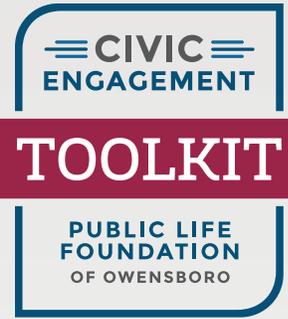


# Tips For Table Facilitators

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## Prior to the forum:

Recruit a Recorder to take notes on key comments and the frequency of those comments.

## When the deliberations begin:

- Welcome and thank everyone; invite participants to introduce themselves.
- Use the Discussion Questions that have been provided.
- Unless your group is too large, go around the table and invite everyone to speak. You may have to remind participants to make their points brief so that everyone can have a turn.
- At times, you may want to repeat a point that someone is making in order to make sure that participants and the Recorder understood the point clearly.
- For example: "If I understood you correctly, you are saying that..."
- Try to keep participants from jumping to another issue or question.
- As is necessary, remind participants of the Ground Rules.
- You, as a Table Facilitator, may share your own views.