CHARM-EU

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Step-by-step Online World Café Plan

The World Café format can be reused by CHARM-EU partner universities and other European University Alliances. The steps below provide a practical structure that can be adapted to the topic, audience, digital platform, and institutional context.

BEFORE THE SESSION		
1	**Define the central theme**	Select a theme that is broad enough to invite different perspectives, while remaining focused enough to give the discussion a clear common thread.
2	**Identify thematic rooms**	Divide the central theme into focused discussion rooms. Each room should have a clear topic, a guiding question, and a facilitator or table host.
3	**Prepare digital tools**	Establish an online environment with breakout-room capacity (Ms Teams, Zoom, etc.). Set up a shared Miro board, collaborative document, or voting tool to collect insights, questions, and follow-up ideas. Make sure the documentation tool is easy to access during the session.
4	**Invite speakers and participants**	Invite participants from different universities, roles, and disciplinary backgrounds. Where relevant, invite speakers to provide short inputs that introduce the room topic without taking over the discussion.
DURING THE SESSION		
5	**Open with a short introduction**	Introduce the purpose of the World Café, the central theme, the session structure, the rotation logic, and the expected outputs.
6	**Run the first round of breakout discussions**	Participants join a thematic room. The facilitator introduces the topic, supports inclusive participation, keeps time, and documents key points.
7	**Rotate participants**	Participants move to other rooms, bringing insights from the previous discussion into the next one. This allows ideas to circulate across topics and groups.
8	**Run the next round(s)**	Build on ideas collected in the previous round(s) and encourage participants to make connections across themes. Additional rounds can be added where useful.
9	**Return to plenary reflection**	Facilitators report key insights from each room. Participants add comments, questions, and possible follow-up actions.
AFTER THE SESSION		
10	**Evaluate and document outcomes**	Collect participant feedback through a short evaluation form or voting tool. Summarise key insights, recommendations, examples, and possible next steps. Share them with participants where appropriate.

Facilitator note!

The World Café should remain discussion-led. Keep speaker inputs short and leave enough time for participants to contribute.

In online World Café sessions, participation often needs to be actively supported. Facilitators should create space for quieter participants, invite contributions without putting people on the spot, and use clear prompts.