CHARM-EU

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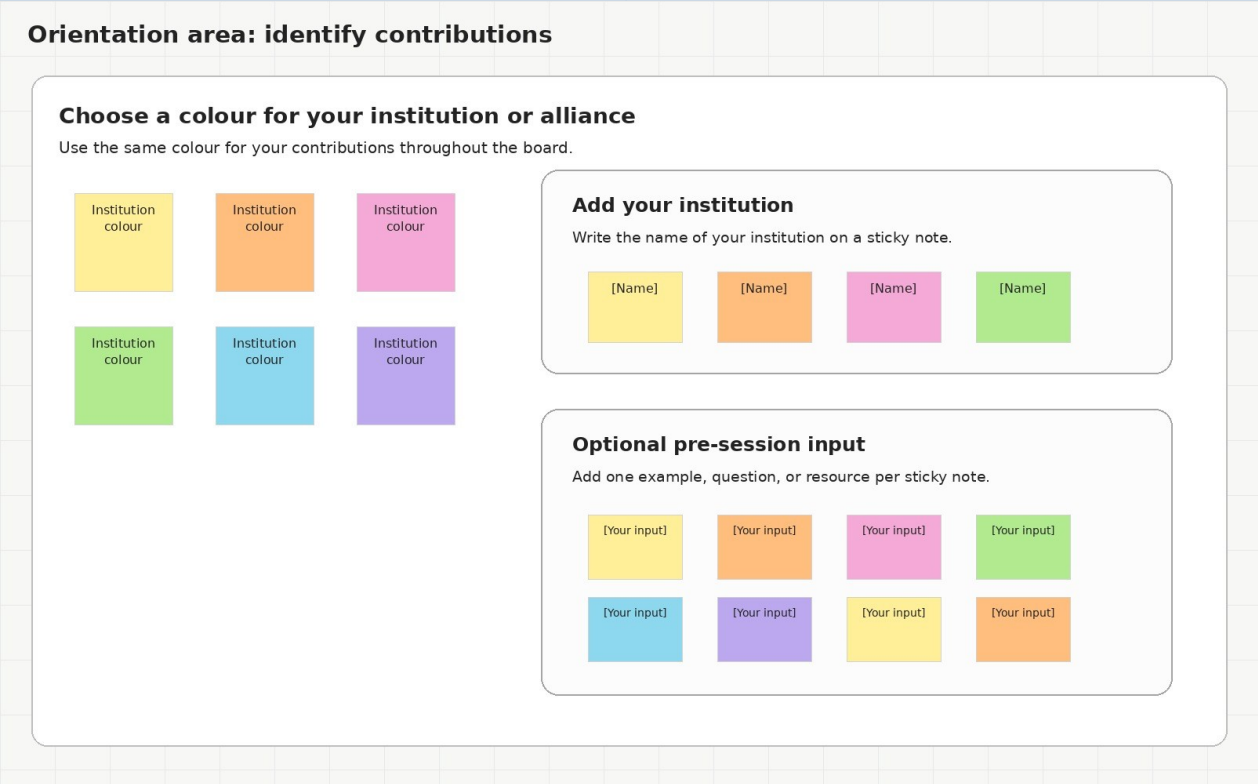
World Café Miro Board: Example Template

This resource shows how a Miro board can be structured to support an online World Café. It is informed by practical World Café implementation experience, while the examples shown here are deliberately generic. The content, number of rooms, categories, and digital tools can be adapted to the needs of each event.

1. Start with a simple orientation area

Before participants enter the thematic rooms, provide a small common area that explains how to use the board and makes contributions easy to recognise. Keep instructions visible throughout the session.

Suggested orientation	Useful common spaces
• Choose a colour for each Alliance or university. • Ask participants to add their institution or name. • Use one idea per sticky note. • Explain how reactions, links, and comments should be used.	• A place for useful links and documents. • A bank of blank colour-coded sticky notes. • A short "Need help?" area with organiser contact details. • A reminder to react to useful contributions with an emoji or vote.



Illustrative layout: a colour-coded participant or institution area can make contributions visible across the board.

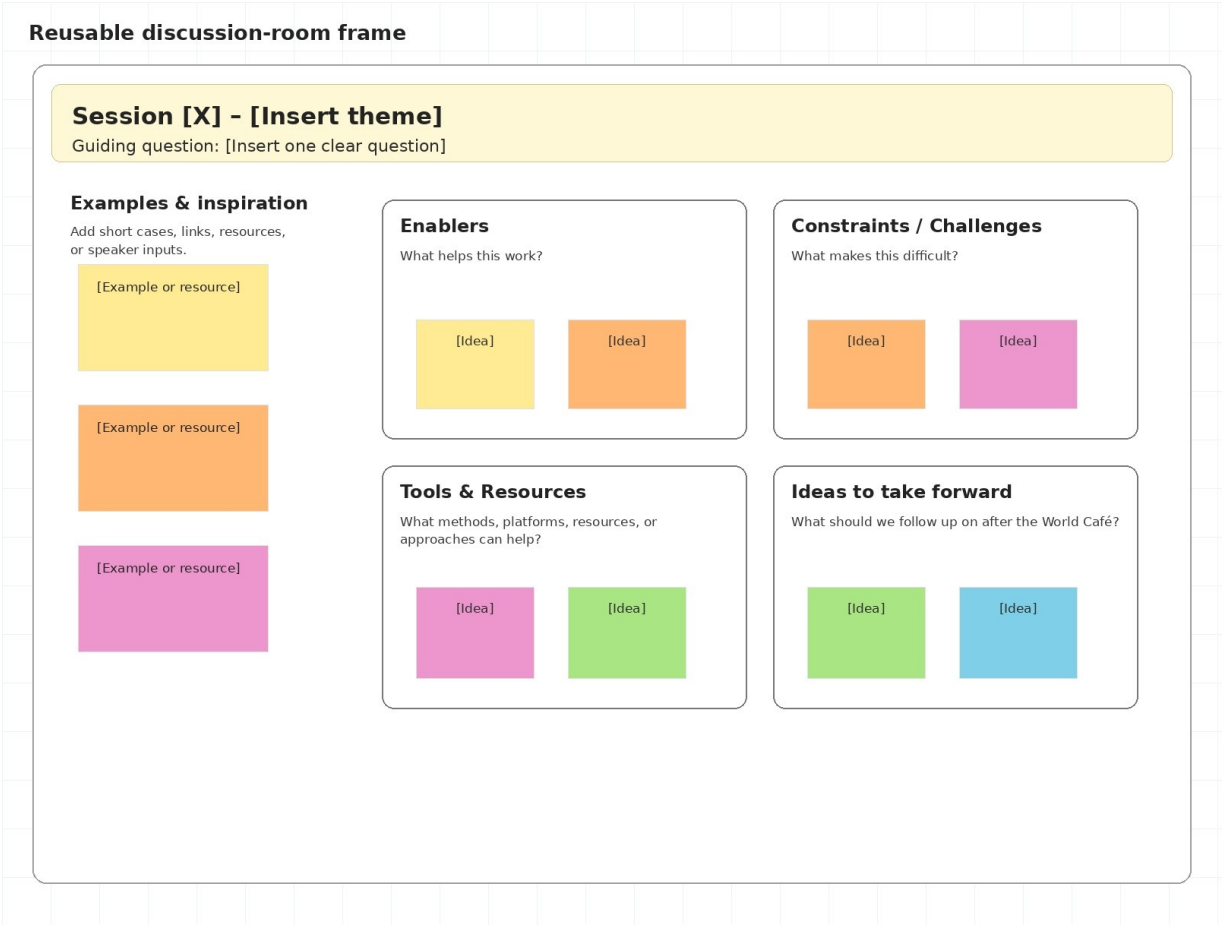
Universitat de Barcelona · Trinity College Dublin, Coláiste na Tríonóide, Baile Átha Cliath, The University of Dublin · Utrecht University · Eötvös Loránd University | Budapest · Université de Montpellier · Åbo Akademi University · Julius-Maximilians-Universität Würzburg · HRW Hochschule Ruhr West University of Applied Sciences · University of Bergen

2. Prepare a reusable discussion-room frame

Create one frame for each theme or table and duplicate it as needed. Each room should have a clear title and guiding question. The frame should separate examples or speaker inputs from the space where participants document the discussion.

Examples & inspiration Add links, short cases, presentations, practices, or other inputs that can start the discussion.	**Enablers** What helps this work?
Constraints / Challenges What makes this difficult?	**Tools & Resources** What methods, platforms, resources, or approaches can help?
Ideas to take forward What can / should be followed up on after the World Café?	**Room output** Capture the two or three points the table host should bring back to plenary.

A useful room header is: “Session [X] – [Theme]” followed by “Guiding question: [insert question]”. The theme should be broad enough to invite different perspectives, while remaining sufficiently focused to ensure that all discussions contribute to a shared central topic.



Illustrative layout: a repeated room frame separates examples and resources from shared discussion areas.

3. Build participation into the board design

The board itself can help facilitators create a more active online discussion. Give participants several simple ways to contribute rather than relying only on speaking in the breakout room.

Participant prompts	Facilitator note
• Add one idea per sticky note. • Use your Alliance or university colour. • Build on, group, or react to contributions where relevant. • Use links, images, or short examples when these make an idea more concrete.	Online discussions benefit from active facilitation. Encourage broad participation, make space for quieter voices, and use direct prompts, turn-taking, chat contributions, or the Miro board itself to help keep the discussion inclusive and balanced.



Illustrative layout: a dedicated bank of blank sticky notes makes it easy for participants to contribute consistently.

4. Keep speaker inputs short and discussion-led

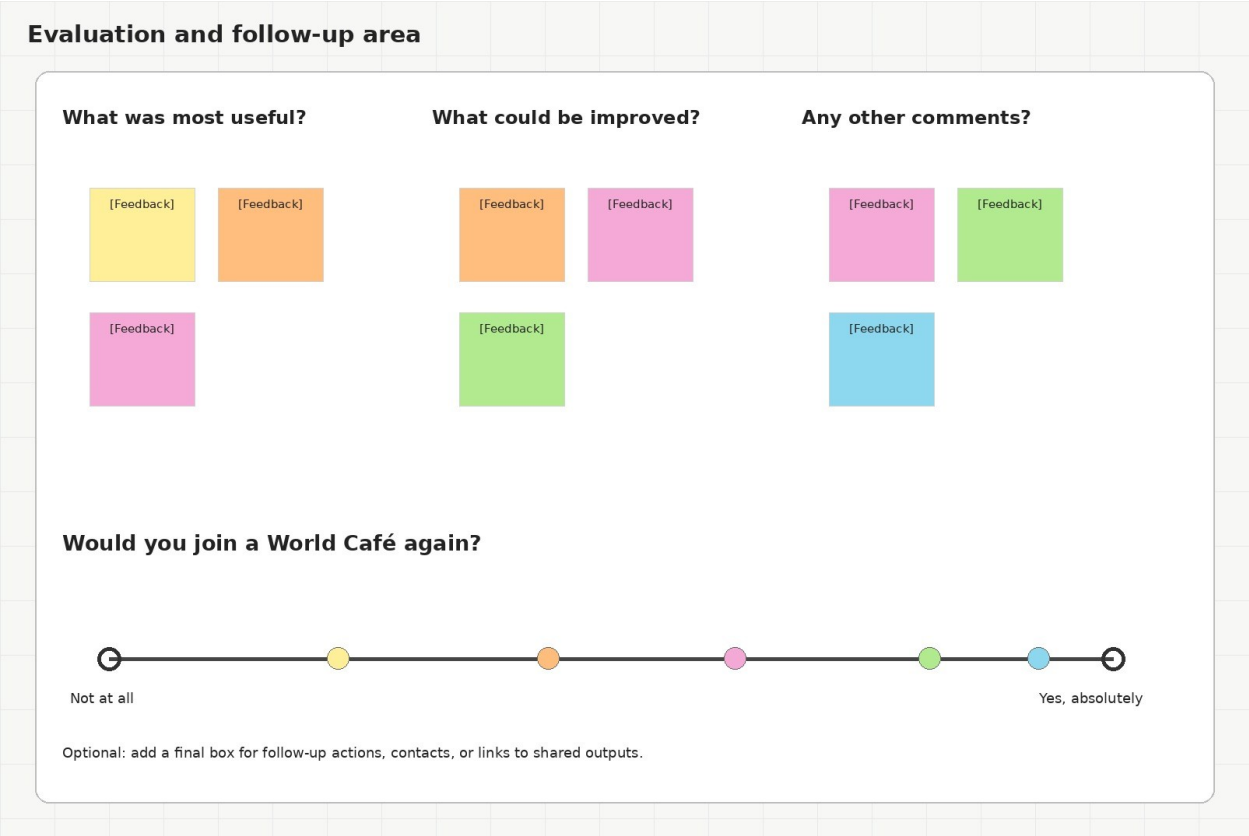
Where speakers or case owners are included, place their slides, links, or examples directly in the relevant room. Their input should introduce the topic rather than take over the discussion. Leave most of the session time for exchange between participants.

5. End with plenary reflection and a visible evaluation area

After the final rotation, return to plenary and ask table hosts to report the most important insights, recurring challenges, and possible follow-up actions. Keep the evaluation on the same board so participants can respond before leaving the session.

Useful	**Improve**	**Other comments**
What aspect(s) of the World Café were most useful to you?	What aspect(s) could be improved?	Do you have any other comments?

Add one quick visual question, such as “Would you join a World Café again?”, using dot voting or a simple scale. This provides an immediate impression of the participant experience, while the open questions capture more detailed feedback.



Illustrative layout: combine open feedback questions with a simple visual scale or dot vote.

6. Adapt the template to the event

The number of rooms, rotation rounds, categories, and evaluation questions can all be changed. The structure works best when the board remains visually simple, each room uses the same layout, and participants can immediately see where to add their contributions.