

1.1 Core principles (at a glance)

- Respect: I speak appreciatively and listen actively.
- Diversity: Different perspectives are welcome.
- I-statements: I speak from my own view (“I think...”).
- Let others finish: One person speaks, the others listen.
- Fairness: No personal attacks, no generalizations.
- Confidentiality: Personal matters stay at the table (“Chatham House Rule”).
- Openness to mistakes: Asking questions is allowed; errors are learning opportunities.
- Time awareness: Contributions are brief and to the point.
- Stay on topic: We keep returning to the guiding question.
- Sensitivity: No discriminatory words, no hurtful content.

1.2 Specific conversation rules (for display at the table)

1. We start with a short round of introductions (name, role, optional: country/languages/favorite dish).
2. We agree on speaking times (e.g. max. 60–90 seconds per contribution).
3. We use a talking object (e.g. “talking spoon”): the person holding it speaks.
4. We use I-statements (“I see it this way...” instead of “People must...”).
5. We disagree with ideas, not with people.
6. We ask questions before we judge (“Have I understood you correctly...?”).
7. We use simple, clear language; briefly explain technical terms.
8. We use examples instead of stereotypes.
9. We tolerate pauses and make space for quieter voices.
10. We respect confidentiality and protect sensitive experiences.
11. We set boundaries: hate speech, insults or demeaning remarks are off limits.
12. We record results visibly (e.g. on a moderation card).
13. We end with a brief summary and next steps.

1.3 Roles in the conversation (optional to assign)

- Moderator: opens, ensures the rules are followed, summarizes, gives the floor.
- Timekeeper: kindly reminds the group of time limits.
- Note-taker: records key points, results, and open questions.
- Observer: monitors the atmosphere and gives feedback.

1.4 Methods and signals

- Talking object (spoon/talking stick)
- Traffic-light cards: Green = continue, Yellow = unclear/too fast, Red = stop/rule reminder
- Parking poster: collect off-topic ideas to address later