

BUILDING A COMMUNITY OF PRACTICE

KTC RUNSHEET

The task of being a host:

- If possible, find a friend to co-host with. This is an opportunity to diversify your guestlist and it means you are not alone in inviting, organising, and scribing.
- Set a meeting date and venue.
- Invite 6–8 friends/family/colleagues/neighbours/community members to your home or another suitable venue.
- Collect guest contact details.
- Facilitate the discussion (sessions typically run for about 90 minutes).
- During the session reinforce/relay back to people what they have said to add value to their comments.
- Be confident in moving the conversation along if you get stuck on a topic and/or if someone dominates the conversation.
- Support the Scribe if they need time to write down answers or quotes.
- Take photos during the session and ask if anyone would like to do a face-to-camera video testimonial of the experience (why they came, what they thought of it, etc.) and send it to The Climate Reality Project Australia & Pacific for use on social media.
- Ensure there is a summary of the opinions and ideas of your group and that it is submitted for inclusion in the KTC report.
- Read this document for further KTC facilitation tips.

The task of being a scribe:

- Be familiar with the KTC Notes Form (found in the Host Kit) and understand how to enter the information under each question (spreadsheet tabs Questions 1–5).
- Take notes and memorable quotes from the conversation (vital element of the report).
- Ask for a pause in the conversation if you need time to write things down.
- Support the host where required.

Checklist

1 WEEK BEFORE

- Place a confirmation call to participants and send them a copy of the KTC questions.

1 DAY BEFORE REVIEW ROLES

- Text a reminder to participants.
- Make sure the Scribe is familiar with the notes spreadsheet and how to enter the information under each of the 5 question tabs.

KTC PRINTOUT KTC PRINTOUT DURING/AFTER KTC

- Make copies of the NDC KTC Questions (1 per participant)
- Make copies of the NDC Messaging Guide (1 per participant)
- During/After KTC - Host and Scribe note a summary of opinions in the KTC Notes Form (download a copy to your computer first) and submit by email as an attachment. *Please note the first tab on the spreadsheet is for participant demographic information to be entered.

1-2 DAYS AFTER KTC

- 1-2 days after KTC - Send follow up email to participants.

Example runsheet for a KTC

TIME	TASK
9.30am (20 mins)	<ul style="list-style-type: none"> • Host and scribe check-in, clarify roles and get refreshments and seating ready.
9.50-10am (10 mins)	<ul style="list-style-type: none"> • Guests arrive. Time for mingling and refreshments. • Fill in participant details in the KTC Notes Form.
10-10.10am (10 mins - SESSION STARTS)	<ul style="list-style-type: none"> • Invite guests to take a seat, give a welcome, thank people for coming. • Introduce the KTC - why the KTC is being held and why participants have been invited. • Give guests a printed copy of the NDC Messaging Guide. • Describe the main points. • Ask guests to introduce themselves - name, suburb, occupation.
10.10-10.15am (5 mins)	<ul style="list-style-type: none"> • Give guests a printed copy of the NDC KTC questions. • Before starting the discussion read out the first paragraph and Conversational Guidelines in the sheet. • Ask if there are any questions?
10.15-11.15am (1 hour)	<ul style="list-style-type: none"> • Go through KTC Questions 1-5. • Make sure all participants have their say and have equal speaking time (use turn-taking or a going around the circle structure). • If/when the discussion gets off track or goes off on a tangent, bring it back to the question asked, or move things along with a segway to the next question.
11.15-11.30am (15 mins - SESSION ENDS)	<ul style="list-style-type: none"> • Have a short debrief and ask "what did you think about the session?" • Ask people to interact with socials. • Mention they'll be added to our emailing list and will receive updates. • Ask people to let you know if they do not want their email address on the list. • Ask if anyone would like to host their own KTC - resources and training to be provided - or if they know someone who should be invited to an upcoming session.