

Sample Facilitator Opening Statements

Opening Statement:

Thank you all for being here.

My name is _____, and I am your facilitator tonight. This is my co-facilitator, _____ . We are 3rd party neutrals who contract with Imagine Mediation, who has a contract with the City to offer facilitation services to neighbors and applicants. We do not work for the City, the Neighborhood Associations, nor the Applicant. My job is to convene the meeting; to set the agenda and make sure everyone has the chance to be heard, and to produce a report from the meeting which goes to the City ADR Department, the ONC, the City Planner, and the EPC Commissioners. The report will contain the facts of the meeting including the applicant's plans and presentation, any concerns that are brought up, any agreements that may be reached, and any next steps that are identified. It will not contain the opinions or any suggestions from the facilitator.

My co-facilitator will be taking notes on what happens at the meeting, and her job is to be as accurate as possible, because the report will be created directly from her notes. If it is not in the notes, it will not be in the report. We ask for your help in making sure the notes are as accurate as possible, so please do keep an eye on what is being recorded, and feel free to correct her at any time, to be sure that your words are accurately represented.

(If an EPC Hearing is scheduled) The EPC hearing is scheduled for _____.

The ground rules we would like to follow during the meeting to assure the most productive meeting possible are

Are there any questions?

(Display agenda) We'd like to start the meeting with a short presentation from the applicant. Following the presentation we'll have a question and answer session, and it is helpful if we can hold all questions until the Q & A session, because many of your questions may be answered during the presentation. After the Q & A session, we'll look at any next steps that may be necessary.

Sample Facilitator Opening Statements

Welcome. Thank you for taking the time from your busy schedules to be here for this conversation about Project # XXXXX. My name is XXXXXXX. I will be your facilitator this evening. My role is to help us stay friendly, focused, on task and on time. My co-facilitator is XXXXX. His/her role is to track our conversation on this flip-chart. S/he will not be getting every word down, but will be capturing your concerns, opinions and responses. What s/he writes down will be integrated into a summary report that will be sent via e-mail within 48 hours to those of you who have provided a legible e-mail address on the sign-in sheet. At the same time it goes to you, it will also go to the COA ADR office, the City Planner and the organization that contracts us. Since these notes are the basis for our summary report, it is very important that you help us keep the notes accurate. If my co-facilitator writes something that does not accurately reflect what you said or intended to say, please stop him/her right there and help us correct that. If, when you receive the report, you see something that does not accurately reflect your experience of this meeting, you have options to address that. Those options will be included in the body of the e-mail that I send with the report. The report is written from a neutral perspective - without any opinion or recommendations from either myself or my co-facilitator. It will simply reflect what is said here tonight.

My co-facilitator and I are third-party neutrals. We are not employed by anyone here. We have absolutely no attachment to the outcome of this conversation, except that we hope everyone's needs can get met through this conversation and any negotiation that you are willing to have about this project.

The information that you need to know about the applicant, the EPC hearing, and who to contact at the City are on the wall behind me.

First, we will hear a presentation from the applicant about this project, then we will open the floor to any questions or concerns you may have. If you will please hold your questions and comments until after the presentation, you may find that many of your questions or concerns are addressed in the presentation. This will help us be more efficient with your time.

Are there any questions about what I've said so far?

Okay let's hear from XXXX about this proposed project."