



## Guidelines for VPL's Conversation Café

### Host Site

Thank You! For volunteering to be a host site for VPL's Conversation Café.

The purpose of the Conversation Café is to promote capacity building for community based service providers and volunteers around addressing the issue of violence in Labrador Communities.

We will provide brief training opportunities for service providers to increase knowledge on a variety of topics related to violence among vulnerable populations.

The idea is an expert or leader in a specific field will provoke thought and discussion among the participants on the call around a specific topic and leave participants to discuss local issues and local solutions, and hopefully some potential actions to move forward.

### Timeframe:

The online component of the Conversation Café will last between 1 and 1.5hr. The rest of the morning is left to network, have conversation about the topic and enjoy a cup of coffee!

We want to make sure you and your group get the most out of the Conversation Café experience, so we've put together a few tips below☺

### *What you will need:*

- Projector
- Laptop (high speed Internet)
- Conference Phone or Phone with Conferencing Capabilities
- Print of the backgrounder of the speaker for each guest
- Paper and pens available
- Coffee, Tea, and anything you'd like to offer your guests!
- A room large and comfortable enough to accommodate the number of guests you're expecting.

### *Host responsibilities:*

- Join test call for technical test of Go To Meeting and Conference call according to test schedule.
- Set up all equipment and test before participants arrive.

- Call in and join Go-To-Meeting 5 mins before start time. (can take a few minutes to load the Go-To-Meeting software if it's your first time using it)
- Ensure while the speaker is presenting you mute the line.