**Roundtable Planning Tool**

**Strategy2028**

**Roundtable Name**:

**Theme(s):**

**Event Date:**

**Organiser(s):**

**Summary:**

[max 100 words]

NB. Summary will be used for internal comms to promote the roundtable.

**Format**

The purpose of the Strategy2028 Roundtables is to infuse the strategic design process with input and ideas from members, partners, sector stakeholders and clients.

The roundtables will follow a similar format that will offer in-depth discussions on a range of relevant topics by a host of inspiring panelists.

In order to keep safe during the COVID pandemic, the events will be organized virtually using the best of current technology to open access to all IPPF languages and process stakeholders.

The roundtable will have a dedicated moderator, who will be a critical friend that can ask open questions of the panelists. The moderator and panelists should not be Secretariat staff.

The moderator will ask questions to the table and speakers will contribute as and when they have a contribution to make. The conversation should flow naturally, and the moderator will keep the discussion moving.

Where desired, the moderator can schedule time for questions from the audience. Questions can be made in real time and flagged to the moderator by the session organizer.

The roundtables will be recorded to capture emerging thinking and ideas. In addition, there will be efforts to create virtual ‘ideas wall’ or video stalls where those watching will be able to also add to the conversations.

**Panel Concept**

* Theme
* Purpose
* Target Audience
* Topics covered
* Sample questions
* Duration

**Moderator**

[name and short bio]

**Roundtable Participants**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Name** | **Affiliation** | **Geographic Location** | **Gender Identity** | **Age** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |
| **6** |  |  |  |  |  |

**Other considerations**

*
*
*

**Meeting Notes**

[Please send to Strategy2028@IPPF.org]

What were the key points the meeting addressed?

* ….
* ….
* ….
* ….
* ….
* ….

What were the most memorable quotes?

* ….
* ….
* ….
* ….

What were the key learnings from the roundtable?

* ….
* ….
* ….
* ….
* ….
* ….