

How to Facilitate an Information Meeting

INTRODUCTION

This Team Leader Guide will provide you with everything you need to conduct a successful meeting. What allows this meeting to be successful is the synergy among the various elements. The Game's benefits are fleshed out, so people see the value for them to participate. A human connection is made with others based on the authenticity and depth of the sharing that takes place. People experience the group process, so they see the care and thought that goes into a meeting design. And they get to meet the actual people who will be taking the journey with them.

To make leading this meeting as easy as possible, there is a script that walks you through all the steps from pre-meeting planning to saying good-bye. This script, along with all the other meeting scripts in this game, evolved through an iterative learning process based on carefully debriefing people who led meetings. We discovered what worked and built on it; and we learned what needed improvement and made the necessary adjustments. We observed that with a script people who were not experienced facilitating a group meeting were quite effective. Those who had group facilitation experience were relieved to know that they did not need to invest time in designing the meeting.

While the primary purpose of the meeting is to form a Peace on Earth Team an important secondary purpose is the building of social capital. People you care about are getting to know one another and purposefully exploring how to make their world better.

The Information Meeting serves to onboard people to The Game, so they know what it is and what is expected of them as a player. If someone is considering joining the team but cannot attend this meeting it is important to speak with the person afterwards to brief him or her on the game and the meeting outcomes using the information in this guide. If the person chooses to participate, he or she will then come to the following Team Building Meeting prepared to fully engage. In the case where team members are friends and you have already onboarded them, use the meeting to prepare them for playing the game.

Note: If you choose to enroll team members one-on-one, please make sure to cover all the relevant information in this guide so they come to the Team Building Meeting prepared. Otherwise, that meeting tends to devolve into an Information Meeting.

Let's now begin with how to prepare for the meeting.

PRE-MEETING PREPARATION

Note: You can do these meetings virtually using [Zoom](#), [Google Meet](#), and [Facebook Messenger Rooms](#).

- Scheduling the Meeting: If you're hosting the meeting locally the best time to host it tends to be a weekday evening from 7 to 9 pm or Sunday afternoon. If it is a work, school based, or virtual team just find out what works for the majority of people. Those who can't make it you can brief one-on-one.
- Beginning and Ending Times: Start no more than a few minutes late. If you know some people will be coming late, say so in your introduction. As a sign of respect for people's schedules, be sure you end at the scheduled time unless the whole group agrees to extend the meeting.
- Refreshments: If the meeting is in your home or held locally provide a fifteen-minute window at the beginning and again at the end of the meeting for socializing. While it may seem obvious, it is important to serve light refreshments. This increases the experience of community building. It is also an interesting phenomenon of human nature how such social niceties strengthen our bonding with others.
- Room Setup: If meeting in person, arrange the room in a U shape with you at the front. This allows people to see one another and increases the sense of intimacy. It also makes it easier for others to see you.
- Attendance: If meeting in person create a sign-in sheet with room for the person's name, address, e-mail, and phone number.

- Name Tags: If meeting in person, unless everyone already knows one another by name, provide name tags so people can immediately begin to connect. It is so much more gracious to address someone by his or her first name.
- Paper and Pens: There is a visioning exercise in which participants envision the benefits of participating in The Game. If you are meeting in person, have pens and paper available for people to do the exercise.
- Timing: Each element in the meeting agenda has an approximate time associated with it. It is rare that any meeting element will go for exactly that amount of time, so use it as a guideline. If one meeting element runs longer, you will need to make up the time by shortening another.
- Practice: To get the full value from this script, take time to study it so you are fluent and understand what you are trying to achieve with each meeting element. Each is designed to achieve a distinct outcome described in a commentary after the meeting element.

So that you can answer questions about The Game, if you have access to the online platform read the "About" page on this site.

INFORMATION MEETING SCRIPT

Agenda Summary and Approximate Times

1. Social Time—15 minutes
2. Welcome and Purpose—5 minutes
3. Review Agenda—2 minutes
4. Introductions—15 minutes
5. How The Game Works—10 minutes
6. Visioning Exercise—45 minutes
7. Questions and Answers—10 minutes
8. Invite People to Join Team—10 minutes
9. Meeting Close—3 minutes
10. Post Meeting Logistics for Team Formation—10 minutes.

Total meeting time—2 hours

MEETING SCRIPT

Social Time—15 minutes

- If meeting in person, this provides people an opportunity to meet one another and buffer time for any latecomers. This allows for connections to be made and starts building the foundation for the group to cohere.

Welcome and Purpose—5 minutes

- Introduce yourself and why you volunteered to initiate this Peace on Earth team.

The “why” is important as it allows others to know what motivated you to dedicate your time to this endeavor. As you prepare, take time to think about all the reasons you are doing this. Along with the inspiration it provides, it also models for others how to reach for a similar level of depth in what motivates them.

- Thank everyone for coming and if meeting in person confirm that their names, e-mails, and phone numbers are on the sign-in sheet.
- Meeting Purpose:
 - To learn about The Game.
 - For those interested, to start a team.

This provides an immediate signal that the meeting has relevant outcomes and begins assuaging any concerns they may have about whether this will be a worthwhile investment of their time.

Review Agenda—2 minutes

Review meeting agenda:

1. Introductions
2. Learn About The Game.
3. Learn How The Game Works
4. Questions and Answers
5. Form a Team

Having a well-thought-out agenda allows people to begin developing trust in your skill as a meeting facilitator, and as important, that the game they are being invited to join is likely also well-conceived.

Introductions—15 minutes

Invite participants answer these four questions.

1. Name
2. Where they live
3. What motivated them to come and learn about The Game
4. What they would like to get out of the meeting

This seemingly innocuous part of the meeting is very important. This is the formal beginning of the relationship-building aspect of The Game. Ultimately, it is the social connection that people have with one another that motivates them to take the leap and participate in a game that aspires to change the world.

How The Game Works—10 minutes

Read out and/or create a visual.

1. Back Story: The Game is based upon the 1986 First Earth Run and the 86 days in which wherever the Torch of Peace went all wars stopped and the world was united as one. At the heart of the First Earth Run success were 7 strategies. These strategies have been created into 7 actions that are the foundation of The Game.
2. The Seven Actions: The actions are offered as quests to accomplish within specific locations that players and teams identify. A player is awarded a

virtual bronze, silver and gold Peace Medal based on their level of accomplishment along with Peace on Earth (POE) Points.

3. Meetings: A team of 5 to 8 people meet locally or virtually eight times with each meeting being 2 hours. One person serves as Team Leader and the other team members take turns facilitating the meetings using detailed meeting scripts.
4. DreamKeeper: A player becomes a DreamKeeper - one who believes peace on earth by 2030 is possible and is committed to making this a reality - upon successful completion of all 7 actions. Forty million DreamKeepers tips humanity toward peace on earth.
5. POE Zone: A key goal of The Game is to establish POE Zones in every place on Earth.

Visioning Exercise—45 minutes

- The purpose of this exercise is to inspire and empower people to participate in The Game so that they can bring these extraordinary possibilities into their lives and the world.
- Explain to the group that we are now going to do a visioning exercise to help you understand what is possible for you and the world by playing this game. It is designed to expand your imagination, stimulate your social creativity, and envision the possibility of a radically different future for the world.
- From an empowerment point of view what motivates us to engage in something new is a compelling vision of possibility. The stronger it is, the more powerfully it pulls us toward its realization. These questions will help you build your vision as someone with the capacity to help create peace on earth.
- Provide them up to 15 minutes to answer the questions.
 1. What motivated you to consider playing this game?
 2. What learning and growth would you like from playing this game?

3. What impact would you like to have in the world from playing this game?
4. What do you bring to this game?
5. What challenges - inner our outer - might you face in playing this game and how will you overcome them?
6. What is your vision for peace on earth?

Have each person briefly share their answers. - 30 minutes

- If a small group, divide the number of people on the team into 30 minutes to determine the per person time. i.e., 30 minutes divided by 6 = 5 minutes per person. You can also go question by question.
- If a lot of people invite a few people to share per question.

Questions and Answers—10 Minutes

Invite people to ask any questions about the game and their participation. Draw out any concerns that individuals might have about participation.

The biggest concern for people, if there is one, is that they do not have enough time. The basic time commitment is 32 hours—8 bi-weekly 2-hour meetings plus approximately 2 hours for taking actions per topic, or 2 hours per week over 4 months. So, in fact, this is not really an issue, as there are very few people who do not have this amount of discretionary time. And even fewer can get this quality-of-life improvement and contribution to the world for a one-off time investment in comparison with other ways they could spend their time.

Invite People to Join the Team—10 Minutes

- In some cases, this meeting will be with people who are already committed, and this serves as a briefing, so they come into The Game knowledgeable about how to play.

- In other cases, this meeting will be with people you don't know well, and it serves as a means to enroll them into The Game. If the latter, the following will help you do that.
 1. Ask for a show of hands of who would like to participate in playing The Game. Acknowledge those who raise their hands and draw out any concerns from those who didn't.
 2. A simple technique is to raise your own hand to indicate the desired action as this provides a visual cue for others to follow. Most people will raise their hands. But some may not for various reasons. Often the issue holding them back is easily resolved but was not addressed in the question-and-answer period. This is why it is so important to bring everyone to choice. Making a conscious and intentional choice in the presence of others is the first step of building a high-performing team.
 3. To be clear, the purpose here is not to cajole people to participate if they are not inclined to, but rather not to let them fall through the cracks for lack of reaching out. They would very likely not have attended the Information Meeting if they were not predisposed to participate. So, do make the effort to draw out their concerns. Often the group itself comes up with solutions to the issue and this conversation turns into a team-building exercise.
 4. Propose a meeting time a week later for the Team Building Meeting. Adjust the time if needed to accommodate people's schedule.
 5. For those not wishing to participate at this time, let them know that they are welcome to join a future team.

Close Meeting—3 Minutes

- Mention the values that have been furthered to the benefit of everyone and congratulate the participants for their commitment to improving their quality of life and that of the world.

Post-Meeting Logistics for Team Formation—10 Minutes

- Set a date for the Team Building Meeting. This can sometimes require a bit of give-and-take, which itself is an important skill to develop in building a team.
- If there are more than eight people (you can squeeze in up to ten) you will need to divide the group into multiple teams. If local, everyone can meet at one location for a potluck dinner and the team-building meeting—space permitting—and then divide up into sub-groups. If this is not feasible, you will need to divide up the group into separate teams and identify someone to serve as Team Leader of the other team.
- Before the Team Building Meeting, request that they read the *Game Guides* with a focus on Action 1, and if they have access to the online platform, read the “About” section.