

## GUIDELINE NO GL-23

# WORKSHOPS

In response to many enquiries requesting information on conducting workshops, this memo has been prepared to share with you some ways that workshops are conducted:

1. Each workshop selects or appoints one person to act as moderator.
2. Each workshop selects or appoints one person to act as reporter.
3. Each participant is asked to write his/her question on the subject under discussion and pass it to the moderator.
4. A time limit might be agreed on in advance of discussion.
5. When the topics for discussion have been listed, the moderator will proceed with each topic in turn, allowing each participant an opportunity to express his views, while remaining within an agreed time limit.
6. At the conclusion of the discussion of each topic, the moderator will ask for a 'sense of the meeting' on each question and this will be recorded by the reporter.
7. If the participants prefer to ask the questions verbally, the reporter records each question.
8. If all workshop sections are on the same topic, one reporter is selected to give a brief (5-10 minute) report to the whole conference, assembly etc, combining the sharing of all sections. Alternatively, if the various workshop sections discussed different topics, a reporter from each gives a brief (5-10 minute) report to the entire conference, assembly etc.
9. If there is only one workshop, such as a District Committee Meeting, AA Group, etc, the report can be copied for all participants or filed for reference.

### **NOTE TO MODERATORS/REPORTERS:**

It is not necessary to record all discussion; only the subject and the 'sense of the meeting' on each subject need be recorded.