



Briefing notes for facilitators

- Running events using the *sciencehorizons* Discussion Pack

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- Running events using the *sciencehorizons* Discussion Pack

The Discussion Pack has been designed to be used by small groups in the community without a facilitator so you will find it has simple instructions on how to use the materials and fill in the forms.

These briefing notes provide you as a facilitator with more guidance on how to run the discussion as a facilitated public event and on using the materials in the Discussion Pack.

1. What's in the Discussion Pack?

1.1 Story sheets

You will find 8 story sheets in each Pack. These are grouped into four themes; Mind and Body, Home and Community, Work and Leisure and People and Planet. There are two story sheets for each theme and each story sheet tells the stories of two different characters.

You can choose to focus your event around one of the themes, or discuss more than one depending on how many people are attending and how much time you have. However, we would prefer that each group discusses all four stories in each theme, rather than picking and choosing stories from different themes.

We recommend that groups have at least 1½-2 hours to discuss all four stories in each theme and write down their answers on the response form.

If you expect a large number of people at your event, you could choose to break the group up into a number of groups and offer a different theme to each group. Alternatively if you wish to run an event around, for example, the Mind and Body theme or the People and Planet theme, you can split into smaller groups and have each group discussing the same theme.

Similarly, if you are running a longer event the same discussion group may have time to discuss more than one theme.

The themes and stories in the *sciencehorizons* Discussion Pack

THEME	STORIES
Mind and Body	Story Sheet 1 <ul style="list-style-type: none"> • George and the Jogging Cap • Ruth and the Tests Story Sheet 2 <ul style="list-style-type: none"> • Roy and the New Heart • Katie and the Doctors
Home and Community	Story Sheet 1 <ul style="list-style-type: none"> • Paul and his Love Life • Malcolm and the Shopping Story Sheet 2 <ul style="list-style-type: none"> • Emily and the Robots • Henry and the Cameras
Work and Leisure	Story Sheet 1 <ul style="list-style-type: none"> • Jennifer's Salon • Henry at the Cafe Story Sheet 2 <ul style="list-style-type: none"> • Malcolm at the Wheel • Katie at the Park
People and Planet	Story Sheet 1 <ul style="list-style-type: none"> • Roy and the Migrants • Cynthia and the Gas Bill Story Sheet 2 <ul style="list-style-type: none"> • Rajpal and the Relatives • Emily and the Vaccines

On the back of each story sheet is some more information explaining 'Where we are now' in terms of developing and using the science and technology that is involved in each story. Links to further information about the science and technology relating to each story can be found on the *sciencehorizons* website <http://www.sciencehorizons.org.uk> at the end of each 'Where we are now' section in the interactive pack.

The Office for Science and Innovation's Horizon Scanning Centre carried out a scanning process which identified science and technology issues that had the potential, either as enhancers or disruptors, to transform the delivery of public services, challenge society, and/or affect wealth creation in the future. The outputs of this process were used as starting points for the stories in the *sciencehorizons* Discussion Pack.

For more information on the horizon scanning process and the areas of science and technology that were identified please see:

http://www.foresight.gov.uk/HORIZON_SCANNING_CENTRE/Reports/S-TClusters/Clusters.html

1.2 Response forms

Each theme comes with its own response form. The forms contain the questions that people are asked to discuss and space for the group to record their answers. The questions are the same regardless of the theme being discussed but the stories and character names are different. Each discussion group will need its own response form. See section 4.3 for more details on how to fill in the forms.

1.3 CD-ROM

You will find a CD-ROM in the Pack. This contains all the stories from the Pack in an interactive form that people can explore. If you have access to a computer and projector at your event this can be used to help introduce the discussion at the start of the session.

1.4 Evaluation forms

There are two forms - one for you as an organiser of the event and one for participants. We would be grateful if each organiser could complete an evaluation form on their experience of being involved in the *sciencehorizons* project.

We would be grateful if you could photocopy the participants' form, distribute it at your event and return to us at the freepost address.

2. Organising an event

2.1 Split up your group and make sure you have enough Discussion Packs

If you have 20 people or fewer, and a confident facilitator, you could run the discussion with a single group who fill in a single response form (you might want to request a couple of extra Packs or use the CD-ROM to make sure that all the participants have been able to read the stories).

If your event has more than 20 participants, we strongly recommend that you divide them into smaller discussion groups of 5-12 people. If possible, each group should have its own facilitator to help participants through the process. If you don't have enough facilitators please make sure the participants have been briefed on what to do using the step-by-step guide. Each group should have its own Discussion Pack and fill in its own response form which should be returned to the organiser at the end.

You will need one discussion pack per group, in order to make sure you have enough response forms and story sheets.

You can request packs via the website www.sciencehorizons.org.uk, by phone 0208 683 6602 and by email to contact@sciencehorizons.org.uk.

TIP: Think about how you will round off the discussion if you have had a number of groups discussing different themes or all discussing the same one. For the former, you may want to ask them to report back briefly then discuss the similarities and differences between answers. If you are all discussing the same theme you may want to ask the groups to share their key findings for each question.

2.2 Think about your space

Think about the space you have to run your meeting. If you are using a lecture theatre it may be difficult to get 50 people to break into 5 groups of 10 unless you have extra space or rooms. The best layout for small group working like this would be a large room with tables that can fit around 8-10 people per table. This enables you to introduce the event to everyone all at once, then break into small groups and finally come back together to review the event without having to move people around.

2.3 Using scientists

Interaction between scientists and citizens is a key part of the *sciencehorizons* programme.

We feel it is important to involve scientists and other experts for a number of reasons:

- they have an opportunity to explore their own views as citizens
- they have an opportunity to be exposed to public views and gain an understanding of the values and attitudes of non-scientists
- they may be able to provide insights into the way science operates (e.g. how research can lead to future applications or products)
- they may have views on how realistic or likely they feel the stories are, or how we might reach that point.

sciencehorizons events are not just about new developments in science and technology, they are about how people's lives, the environment, and society in general might be affected. The events are much more about gathering people's views than they are about showing what the future might be like. The materials in the Discussion Pack are just to stimulate discussion: they are not supposed to be predictions of the future.

We do not want people's views to be overly influenced by the views of those who are perceived as experts or authority figures. We are also keen that no one story within the pack, and no particular area of science, gets discussed in more detail than others.

For these reasons we do not recommend having scientists giving talks before the discussions. If you want to have a talk or presentation element at the event please organise this to take place after the discussion to avoid influencing participants' views.

We suggest two roles for invited scientists during the discussion:
Interviewee/Expert witness or Invited participant.

A. Interviewee/Expert witness

The scientist is identified to participants from the beginning and it is explained that they can provide information from their particular areas of expertise, but they will only do this when asked to do so by either the facilitator or the participants.

If the scientist is an interviewee, the facilitator or event chair can ask them questions at a pre-decided point during the event. Care should be taken not to attempt to influence the views of participants for or against any particular application of technology. The facilitator should ensure that it is clear when what is being said is the personal opinion of the interviewee, and when it is established science. The extent to which scientists are in agreement on a particular topic should also be included.

If the scientist is acting as an expert witness, they should respond only when participants request information or an opinion from them. This should usually be through the facilitator so that requests can be managed.

B. Invited participant

Scientists can simply be participants like any other. They can feel free to give their own opinion and any knowledge they have on a subject as part of the main discussion.

When recruiting scientists you might like to consider targeting younger scientists, particularly ones who have some interest in or experience of public engagement activity.

When inviting scientists to take part, emphasis can be placed on the uniqueness and importance of *sciencehorizons* in terms of its key role in informing the decisions of policy makers, particularly in relation to research priorities and funding.

2.4 Funding the event

sciencehorizons is inviting organisations to run facilitated and managed discussion events using the Discussion Pack between January and June 2007. We have already had one round of applications to our enabling fund and encourage you to consider applying if you have not already.

Organisations can apply for up to £500 to be spent on:

- marketing your event (such as mail-outs to local schools / community groups / members)
- refreshments and room hire
- expenses/fees for facilitator(s)/staff
- expenses for guest participants (scientists or other experts).

Organisations receiving funding will be asked to agree to:

- run discussions using the *sciencehorizons* Discussion Pack

- report the results of the discussions
- involve one or more practising scientists in the discussions; this can be as a guest speaker, facilitator, or participant.
- prove that the money has been spent on the purposes above by providing copies of receipts and invoices.
- supply *sciencehorizons* with copies of marketing literature before the event
- have the event listed on the *sciencehorizons* website
- distribute and return monitoring/evaluation forms.

We will favour applications of those organisations that can:

- involve the most participants by organising a number of events and or by accommodating a larger number of people at each event
- where appropriate, target specific, often under-represented audiences such as BME groups, disability groups, older people, and people from economically deprived areas.

An application form for the enabling fund can be found in this pack.

3. Marketing your event

You know your audience and the best way to reach them. Below are some elements we would like you to include in your marketing.

3.1 Key messages

- a government initiative
- not about predictions
- understanding how the public feel about new developments
- discussion all over the country
- results will be used to help inform policy makers.

3.2 Text you can use in marketing material

Press quotes

Science and Innovation Minister, Malcolm Wicks said:

“What’s important about sciencehorizons is that we’re inviting anyone and everyone to get involved in the discussions, not only the scientists. We want discussions about science to involve the whole community.

“Over the coming decades, we’re going to have some huge ethical debates about science as new discoveries are made and new technologies emerge. We will all need to be part of making informed decisions about how we develop and use scientific and technological advances.

“Science and technology is now an intrinsic part of our daily lives and this will only increase in the future. I hope sciencehorizons helps to spark lively debates on these important issues.”

Martin Earwicker, the director of the Science Museum, heads the group overseeing the project. He said:

“The exciting new sciencehorizons project will help us learn what people think about the future of science and enable the scientific community to hear and respond to both their hopes and concerns for the future.”

Blurb about the project

“sciencehorizons is a national series of conversations about new technologies, the future and society. It has been set up by the UK government and will run during 2007.

Developments in mobile technology, the internet and healthcare have changed our lives over the last few decades. New applications of science and technology will continue to shape our futures.

The government has invited scientists, engineers and other experts to say which areas of science and technology will have the biggest impacts in the future. But experts don't have all the answers. They can't predict which particular developments will emerge and they can't say how developments will be used by individuals and society. sciencehorizons is your chance to tell us what you think, and what sort of future you want.

Discussions are being held between January - June 2007 all over the country. Anyone can request a Discussion Pack and use it to run their own small-group discussion. Larger public events will be listed on the sciencehorizons website and the results from each discussion will be posted on the website. The results of the sciencehorizons programme will be presented to the government in Autumn 2007.

Your views will help the government understand how people feel about the way developments in science and technology could be used in the future. This will help them make decisions about how to research, regulate and communicate science and technology.

3.3 Logo

You can use the *sciencehorizons* logo on any marketing literature for an event that uses the *sciencehorizons* Discussion Pack. Contact us to receive in electronic format.



3.4 The *sciencehorizons* website :

Please include the link www.sciencehorizons.org.uk on any materials you produce.

On the website you can find the following sections:

Calendar - we will list all of the public events we have been notified about on the website along with booking details.

Blog - we will be writing regular blog posts about the project to keep people updated - we would like to write short pieces about facilitated events after they have happened so may contact you to get some feedback.

Request Pack - members of the public can request their own Discussion Packs using the form on the website so that they can run their own small group discussions if they wish. Packs are free! You can use this facility to request additional copies too.

Event guide - this section contains useful information about running a *sciencehorizons* events: it includes these notes plus other hints and tips as they come in from people who have run events and given us their feedback.

Interactive pack - all of the materials in the Discussion Pack will be turned into interactive scenes that people can explore online (this is the same content as on the CD-ROM in the Discussion Pack)

Enter results - You can enter the results of your discussions here. Please make sure when you go to enter your results you follow the link to [enter the results of your facilitated discussion](#).

View results - from this page everybody will be able to see what people have been saying - the results of your facilitated discussions will appear here, and later on the results of all of the self-managed discussions will be posted here as well.

4. Detailed notes for facilitating a discussion

It is important not to feel constrained by these notes. They should be regarded as guidance on how to ensure that the participants have an effective discussion in such a way that you can capture responses to the questions.

You may well be planning an event that includes activities other than the discussion: for example, future-related theatre, film, an exhibition; or you may be planning short evening discussion sessions which are run just using the materials in the Packs.

Any of these approaches are fine and if you would like to discuss ideas for structuring the discussion around other activities please call us on 0208 683 6602.

4.1 Purpose of the discussion

The purpose of the project is to explore with members of the public the values they hold which help influence their views on developing areas of science and technology.

The results will be presented to different policy-making areas in government and will be used to inform their understanding of public values and how these may affect policy-making around research in science and technology.

We are hoping that there will be a large number of facilitated events run all over the country. These events form one of three parts of the *sciencehorizons* project.

The three strands of *sciencehorizons* are:

1. a set of deliberative events with a small number of people and experts working together to explore the issues over a number of days
2. *a nationwide series of facilitated events which will guide groups of people through the discussion and involve scientists*
3. an opportunity for community-based organisations and individuals to consider the scenarios, have their own self-managed discussions in small groups and provide us with feedback.

We want people to have a discussion rather than simply answer the questions, because discussions are a good way to help people to consider other points of view and think about the issues involved a bit more deeply than they might on their own.

4.2 Gathering findings

The principal findings that it is important you gather and report back to *sciencehorizons* are the responses to questions in the response form.

If you make additional notes at the meeting and think this would add value to the results of your meeting please e-mail them to us, being careful to state clearly which event the notes relate to.

Part of the project is also about comparing different methods of public engagement in order to share this learning with others interested in this field. To assist us in this we would be grateful if you could also return a completed Organiser's evaluation form to us.

4.3 Filling in the response forms

Please gather up the response forms (one per discussion group.) Go to www.sciencehorizons.org where you will find an online form that mirrors the paper response form. Make sure you follow the link to 'Enter the results of a facilitated discussion'. Alternatively you can send the forms to sciencehorizons, FREEPOST SEA 12430, Thornton Heath, CR7 7XT

Each response form comes with a section 'Tell us about your group'. Please make sure this is filled in as follows:

Organisation type if the group are members of the public attending a public event write 'public meeting' in the 'other' box.

Name of the group: name of your event plus 'Group A', 'Group B', 'Group C' etc to distinguish more than one discussion held during the event.

Number of people who took part in that discussion group (rather than the whole event).

Postcode of the place where the discussion was held.

Keep in touch: this does not need to be filled in by a member of the group but anyone attending the meeting can visit the website and sign up on the contact list if they want to keep in touch with the project.

Note: It is important to let people know that their responses will be entered onto an online form and will appear on the [sciencehorizons](http://www.sciencehorizons.org) website. The results will appear by meeting or group name; we will not list any people's names.

5. Tips for facilitation

1. Make the room comfortable:

- arrive at the venue at least 30 minutes before the event is due to begin
- set the heating, lighting and ventilation
- check tea/coffee arrangements
- check where the toilets and emergency exits are and if there is likely to be a fire alarm during meeting
- arrange the layout including seating, tables and flip chart (if you are going to use one)
- avoid having people facing windows because the glare is tiring
- tables can make barriers so place them so that people are sitting in front of or beside rather than behind them
- organise Discussion Packs,
- organise computer and projector if you are using the CD-Rom.

2. Get off to a good start:

- check that everyone understands the purpose of the event
- explain your role - that you are there to make sure everybody has a chance to say what they want to say
- ask everyone to introduce themselves
- talk them through the timetable for the event and say that part of your job is to keep everything to time
- get agreement to a ground rule that only one person in the group speaks at a time.

3. Help people to participate by:

- listening carefully and encouraging others to listen - so that people know that what they are saying is valued
- asking people to clarify what they are saying if you are not sure you understand (because it probably means others don't either)
- asking questions that encourage people to say more
- not letting some people dominate because their views are stronger or their voices louder
- summarizing what has been said from time to time to ensure that everyone has been following the discussion.

4. Ways to encourage discussion:

- acknowledge people's contributions by nodding and using phrases such as *"Could you say a bit more about that....?"* and *"What do others think about this...?"*
- Ask people to clarify and specify what they mean: *"Could you give us an example?"* or *"Why specifically would that concern you...?"*
- If an interesting idea emerges, give everyone the chance to comment on it: *"Hmm. What does everyone think of that...?"* *"Are you suggesting...?"*

5. People problems:

- If you are finding someone 'difficult', don't rush to judge them: people often appear difficult because they find it hard to express themselves. Encourage them to explain what they mean and ask others to listen carefully.
- Some of the issues being discussed touch upon very personal matters, so people may get emotional or angry. If you think this is going to happen, warn them in advance that it may, and ask that everyone listen patiently.
- If anger turns to argument and this becomes a problem, remind them of the ground rule that only one person should speak at a time.

6. A facilitators guide to running a discussion

Note: this timetable includes a 25 minute debriefing and evaluation session at the end which makes it last 2h 25 hours. You may not need this long.

A small group meeting with only one discussion group would not need as long for the introduction and would not need a debrief session. So be run in 1.5-2 hours, depending on how long you allow for discussion of each story.

<p>Introductions Points to include:</p> <ul style="list-style-type: none"> • This is part of a nationwide programme to understand public views on new science and technology • The results will be used by government to help inform their thinking about research and regulation in new areas. • Results will be available on the website www.sciencehorizons.org.uk • Which theme(s) we are discussing today • If relevant, who the invited scientists/experts are here today and their role. <p>Ground-rules -</p> <ol style="list-style-type: none"> 1. make sure everyone can give their views. 2. participants should check the response form fairly represents the discussion they had. 3. responses to the discussion will posted on the sciencehorizons website and may be attributed to this meeting but not to any individual who participated. <p>Introduction to the theme If you plan to just use the paper packs hand out a theme pack per group. Suggest they deal with one story at time. If you plan to use the CD-rom explain that you will explore one story at a time and then discuss the questions.</p>	10 mins	10 mins
<p>Having the discussion - Story one Have someone read the text aloud to the group or use the CD-Rom to explore the story</p> <p>Discuss Q 1 and 2 - what do you like about the technology in the story and why? And what do you dislike about the technology in the story and why? Write down answers in relevant box</p> <p>Discuss Q 3- Of the things you either like or dislike, which is the most important? Try to agree as a group - if you cannot agree, please explain why.</p>	5 mins 10 mins 10 min	35 mins
<p>Having the discussion - Story Two Read the text aloud to the group or use the CD-Rom to explore the story</p> <p>Discuss Q 4 and 5 - what do you like about the technology in the story and why? And what do you dislike about the technology in the story and why? Write down answers in relevant box</p> <p>Discuss Q 6- Of the things you either like or dislike which is the most important? Try to agree as a group - if you cannot agree, please explain why.</p>	5 mins 10 min 10 min	60 mins

Having the discussion - Story Three

Read the text aloud to the group or use the CD-Rom to explore the story 5 mins

Discuss Q 7 and 8 - what do you like about the technology in the story and why? And what do you dislike about the technology in the story and why? Write down answers in relevant box 10 min

Discuss Q 9 - Of the things you either like or dislike which is the most important? Try to agree as a group - if you cannot agree, please explain why. 10 min

1.25
hours

Having the discussion - Story 4

Read the text aloud to the group or use the CD-Rom to explore the story 5 mins

Discuss Q 10 and 11- what do you like about the technology in the story and why? And what do you dislike about the technology in the story and why? Write down answers in relevant box 10 min

Discuss Q 12 - Of the things you either like or dislike which is the most important? Try to agree as a group - if you cannot agree, please explain why. 10 min

1.50
hours

Question 13 - all stories

What else would you like to say about the stories in this theme or about the pack in general? 5 mins

1.55
hours

Tell us about your group 5 mins

Please ensure that each small discussion group fills in this section on the form and says how many people took part -see above for details

2.00
hours

Review and debrief

At the end of the session (assuming you have had more than one group doing the discussion) you should bring the groups back together and share results. Think about how you will round off the discussion if you have had a number of groups discussing different themes. You may want to ask them to report back briefly then discuss the similarities and differences between answers. 20 min

If you are all discussing the same theme you may want to ask the groups to share their key findings for each question and share any surprises or key messages .

2.20

Evaluation form

We recommend you hand these out 5 minutes before the formal end of the session and ask people to fill them in before they leave and leave them with you. 5 min

2.25
hours

Enabling fund - Application Guidelines

sciencehorizons invites organisations to run facilitated and managed discussion events using the *sciencehorizons* materials, between January and June 2007.

Enabling Fund Application Form - Page 1

Please complete in full and return to contact@sciencehorizons.org.uk or send to *sciencehorizons*, FREEPOST SEA 12430, THORNTON HEATH, CR7 7XT.

Applicant Name	
Job Title	
Applicant Address	
Applicant e-mail	
Applicant telephone number	
Venue address (if different from above)	
Title of event(s)	
Date(s) of event(s)	
Number of events	
Number of people at each event	
Description of event(s) (200 words)	
Target audience(s)	

Enabling Fund Application Form - Page 2

<p>Will you reach out to under-represented audiences? If so how?</p>	
<p>Which scientists will you involve and how?</p>	
<p>Amount requested from enabling fund</p>	
<p>How will you spend the money?</p>	
<p>What in-kind contributions are you able to provide (e.g. venue, staff time, marketing etc.?)</p>	
<p>Will participants have to pay to attend the event(s)?</p>	

Signed:

Print Name:

Please complete in full and return to contact@sciencehorizons.org.uk or send to *sciencehorizons*, FREEPOST SEA 12430, THORNTON HEATH, CR7 7XT.