**Sample Canadian federal electoral reform event agenda**

**and facilitator guide**

*Note: This sample facilitator guide is intended for a group of about   
30 people over two hours (not including set up time). You may adapt this guide for use with fewer or more people, less or more time, etc. though the activities and timings may need to be adjusted accordingly. You may wish to choose one or more questions per dis­cussion from each of the suggested topics and/or make up your own. An electronic copy of this document can be accessed at:* [*canada.ca/electoral-reform-dialogue*](http://www.canada.ca/electoral-reform-dialogue)

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| **ACTIVITY** |  | **FACILITATOR NOTES** |
| **SET UP** |  | * Place signage (if necessary) * Set up room to be comfortable for both plenary (all-audience) and breakout (smaller group) discussion * Establish distinct areas for registration and/or refreshments (if applicable) |
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| **ARRIVAL** |  | * Greet participants as they arrive * Ask participants to register (if applicable) * Offer participants a name tag and/or relevant * handouts and materials (if applicable) |
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| **OPENING** |  | * Welcome participants * Set the context * Review housekeeping notes * Review dialogue agreements, activities and other * facilitation information |
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| **ICEBREAKER** |  | * Ask participants to break into small groups  (4-6 people) * Each person has one minute to answer the question:   Why have you decided to join us today? |
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| **TOPIC 1:**  General |  | * Ask participants to form a new group of three and select one participant in their group to be the notetaker * Each person has three minutes to answer the question: (Do you and/or the people you know usually vote in elections? Why or why not?) * After 10 minutes, ask one person from each group to share with the rest of the participants a 30-second summary of what was discussed |
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| **TOPIC 2:**  Democratic principles and values |  | * Ask participants to form a new group of three and select one participant in their group to be the notetaker * Each person has three minutes to answer the question: (Are there certain groups that you feel are excluded from the current electoral system? If so, why do you feel that they are excluded? What do you think could be done to help make Canada’s electoral system more inclusive?) * After 10 minutes, ask one person from each group to share with the rest of the participants a 30-second summary of what was discussed |
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| **TOPIC 3:**  Canadian federal electoral reforms |  | * Ask participants to form a new group of three and select one participant in their group to be the notetaker * Each person has three minutes to answer the question: (How do you feel about electronic voting? Why?) * After 10 minutes, ask one person from each group to share with the rest of the participants a 30-second summary of what was discussed |
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| **REFLECTION** |  | * Ask participants to return and form into a circle (if possible) * Give participants one minute to think about one sentence that answers the question: What are you taking away from today’s dialogue on Canadian federal electoral reform? * Starting with your own answer, go around the circle and ask each participant to give their one-sentence answer (no more than 30 seconds each) |
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| **CLOSING** |  | * Thank participants * Collect the discussion notes and/or provide instruction on where to submit the notes * Encourage participants to keep the dialogue going beyond the event * Explain what you are doing with the results |