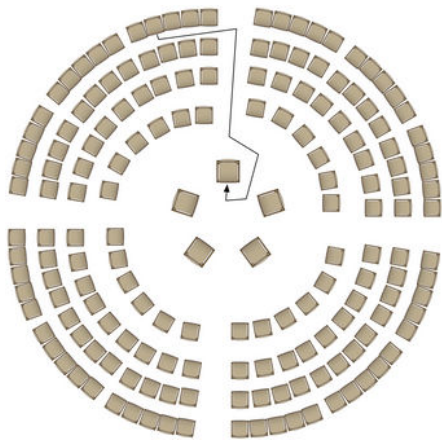# Format Briefing: Bowl

Our Bowl stage is designed to host a 45-minute fishbowl discussion. A fishbowl conversation is a dialogue format well-suited for discussing topics inviting multiple perspectives among larger groups.

CREATIVE BUREAUCRACY FESTIVAL 2023

45 minutes | moderating host + 3-4 speakers | 60 audience seats

Set-up:
The speakers and a moderator sit in a circle of chairs — the fishbowl — and the audience sits in concentric circles around them. There are 5-6 chairs in the inner circle. One chair is left empty and as the discussion progresses audience members can enter and leave the bowl to add their take on the topic. The maximum capacity of this room is 60 people.

Format:
The moderator introduces the process and the issue to be discussed. They then briefly introduce each speaker and start the discussion on the topic while the audience outside the fishbowl listens in. After this introductory discussion round, the audience is invited to occupy the empty chair in the fishbowl as and when they have a perspective to add. From this point on, those sitting in the fishbowl can voluntarily leave and reenter to free chairs as the conversation progresses. If this does not happen automatically, the moderator will directly ask participants to make a space for others from the audience to join the fishbowl. The moderator can be informed of the presence of audience members who have especially relevant perspectives for the fishbowl discussion (see "active audience members" below). When time is up, the moderator briefly summarises the discussion.

Topic selection:
Some questions already have an answer. The fishbowl format is ideal for questions that have no clear answers, inviting participants to shed light on them from different perspectives. The moderator and speakers should come up with a selection of guiding questions to ensure a lively debate that covers different angles.

Preparation: Bowl

This document can be used as a guideline for Bowl preparations and sent,
if desired, to speakers and invited active audience members.

Session title (long):

The maximum number of characters is 80. We recommend choosing a title that engages
the audience and informs them about the thematic focus of the session.

Session title (short):

The maximum number of characters is 35. A short title for the programme overview - it
does not necessarily have to follow grammatical rules. Be creative!

Session description:

The maximum number of characters is 1,000. Tune in with your audience! What is your
topic? Why is this topic so relevant?

Participants:

Host / moderator: name, surname, organisation
Speaker 1: name, surname, organisation
Speaker 2: name, surname, organisation
Speaker 3: name, surname, organisation
Speaker 4: name, surname, organisation

Please submit the proposed session titles, information on all participating speakers, and a session description by 24 April 2023 via our Session Information Form. For more preparation resources and information for speakers, visit our Speaker Information webpage.

Objectives:

What is the purpose of the discussion? What different perspectives should be addressed?
What are the desired takeaways for the participants and audience?

Guiding questions for the session:

1.

2.

3.

Active audience members invited to participate:

1.	4.
2.	5.
3.	6.