

# 10th Annual World Futures Day 24-hour Round-the-World March 1<sup>st</sup>

## GUIDELINES FOR FACILITATORS

### GENERAL REMARKS

During the World Futures Day on March 1, the Millennium Project organizes a 24-hour around-the-world conversation for futurists and the public to discuss their views about challenges and opportunities for the futures of humanity for building a better future for all. Beginning March 1 in New Zealand at their 12 noon NZ time, the open conversation about the future moves west and lasts until 12 noon Hawaii time (GMT-10). Anyone can join the discussions at their noon time or whenever they can.

This is the 10th edition of the World Futures Day 24-hour round-the-world conversation by the Millennium Project and it's the 12th year since Future Day was launched by Humanity+. Partners of the Millennium Project on this occasion are the [Association of Professional Futurists](#) (APF), [Humanity+](#), the [Lifeboat Foundation](#), the [World Academy of Art and Science](#), and the [World Futures Studies Federation](#) (WFSF).

The WFD is a relaxed conversation about the future. No heavy agenda; just old and new friends sharing thoughts.

### FACILITATORS' 1-HOUR MEETINGS

We will have 2 Facilitators' 1-hour Meeting to test the access and discuss procedures.

**February 13, 2023:** 8:00 AM (San Francisco time) / 12:00 PM EST (New York time) / 6:00 PM CET (Europe time)

**February 16, 2023:** 0:00 AM EST (New York time) / 6:00 AM CET (Europe time) / 6:00 PM (New Zealand time)

These preparation meetings will be recorded and sent to you if you can't make it or if you would like to review the meeting. We will use Zoom compliments of David Wood (Co-Chair of the UK Node of the Millennium Project):

[Join Zoom Meeting](#)  
[bit.ly/WorldFuturesDay2023](https://bit.ly/WorldFuturesDay2023)

# ROLES OF THE FACILITATORS

Assuming there are 1 to 3 Facilitators in your time zone, communicate with each other to decide which roles each would like.

## Zoom Host of the meeting

Each time zone has a designated Zoom Host. The session is launched by David Wood at 12 noon NZ but then each time-zone's Zoom Host takes over from the previous one.

The time-zone facilitators must **define who is the host of the session**.

**Each time-zone's Host has to be sure to make the next time-zone's designated person a Host before signing off.** To make sure that this will go on smoothly, please do the following:

- David Wood will start the first session (New Zealand) and assign the first host role;
- If you are a host, sign-in at least 10 minutes before your time slot
- Click on "Participants" to see who is the present Host (it is indicated in parenthesis next to the person's name)
- In a private chat, send a message to the present host for letting him/her know that you are the next host
- As your hour ends, pass on the Zoom Host status to the next host. To do this, click on participants, and see the name of the next host (who sent you the private message), then at the right of the name click on "more" and make that person a Host.
- Make sure that the new role appears changed in the List of Participants. DO NOT leave the zoom meeting before passing on the Host role to someone else. If you have to leave the meeting before the next designated Host comes in, look at the list of Participants and pick a person you know (a co-host could help) and ask in a private chat if (s)he accepts to continue hosting. Ask the next Host to make sure to also pass on the hosting role before leaving.

The Host also needs to use the "Participants" list to give **co-host status** to the other facilitators of that hour. Hosts and co-hosts should check the **Waiting Room** regularly, to admit new attendees promptly, unless you suspect a cyber attack, zoom bombing, or general unpleasant behavior (such as bullying). Don't hesitate to remove people from the meeting in case of these kinds of behavior. The default setting will be that participants cannot share their screens. Please don't change that setting. This is a friendly conversation, not an occasion for lectures.

The Host must ensure that someone saves the **chat and the captions** of the session before leaving together with the report of the session (see Note Keeper). To do that, click on the chat bottom and then on save; click on the cc button and then on save. Reports and saved files should be uploaded and sent through this form: <https://forms.gle/PyjDVjUdNyHMz6oV6> or by e-mail at [MaraDiBerardo@millennium-project.org](mailto:MaraDiBerardo@millennium-project.org).

## Moderator

Facilitate the conversation, invite people to briefly introduce themselves (unless there are too many) and invite them to share their ideas for improving the future. You can come to the conference whenever you want, but at least ten minutes before the time you agreed to facilitate. AND you are welcome to invite people you would like to talk with about the future.

When your timezone is launched, please:

- Say that you are host of the session;
- Mention your timezone (UTC+1, etc.);
- Inform the participants that the meeting is recorded through captions; the transcription will be used for data analysis;
- Suggest to use the caption (CC) button if someone has troubles understanding English;
- Mention the Chatham House Rule: one can quote, and use material but not cite the source. It will be applied for the reporting and must be applied by everyone participating to the meeting and disseminating its contents (e.g. journalists and bloggers);
- Try to draw forth good ideas from the participants. For those who talk too much or long, diplomatically remind them that there are others we'd like to hear from as well. If someone becomes too impolite or forgets to mute themselves when others are talking, or they leave the room with a radio on – you can mute them.

You can ask the online participants any question you want in relation to our futures and proposals for our common challenges.

## Note keeper and reporter

Take notes on the key ideas and insights of your hour timezone. Define an estimate for the total number of participants save the chat and caption file.

Notes and reports are very important for this purpose. What you should include in your report and some general suggestions:

- A list of main themes discussed during your time zone;

- A summary of the contents discussed for each theme: problems, solutions, group agreements vs. single opinions for each, further description of each;
- Estimation of the total number of participants for your session;
- Try to report the contents as closest to the originator/s as possible;
- Don't forget the Chatham House Rule;
- You may use the chat contents if useful;
- Share your report with the other co-facilitators for additions, review, etc. before sending it to the WFD Committee.

Before ending the session, don't forget to save the chat and caption files. When the report is ready, fill the form with information about your session in short and upload the report, the chat, and the caption files here:

<https://forms.gle/PyjDVjUdNyHMz6oV6>. You will need a Google account to upload the files. If you have trouble using the form, please send an email to Mara Di Berardo at [MaraDiBerardo@millennium-project.org](mailto:MaraDiBerardo@millennium-project.org) who will be doing the overall report on the conversation. Please, send your report no later than 1 week after the WFD.

## Chat facilitator

Keep track of the chat area and encourage good participation there; people tend to put references making for a great bibliography of the 24-hour conversation. These do not have to be put in the notes, as the organizers will have a copy for all.

## Organize your time zone

Please, contact your co-facilitators (the ones that signed the spreadsheet file in the time zone you chose) in order to define the roles of each and to organize the session together.

If you are the only facilitator for your time-zone, make sure to fulfill your Zoom Host and facilitator roles. If you can also sketch notes, good; but if not, please don't forget to pass on the hosting function to the next host and to save the chat and caption files and send them to [MaraDiBerardo@millennium-project.org](mailto:MaraDiBerardo@millennium-project.org).

If you can't make it on March 1st, please inform us by writing to [MaraDiBerardo@millennium-project.org](mailto:MaraDiBerardo@millennium-project.org). There are people listed for substitutions if someone cannot facilitate.

## REFERENCES

- 2022 WFD short report by Jerome Glenn:  
<https://www.millennium-project.org/wow-the-9th-world-futures-day-24-hour-conversation-around-the-world/>
- Di Berardo, M. (2022). A global discussion about our possible futures during the 2021 World Future Day. *Futures*(136). February 2022. DOI:  
<https://doi.org/10.1016/j.futures.2022.102905>
- Berardo, M. D. (2022). The World Future Day Method: A 24-hour Round-The-World Global Discussion. *World Futures Review*, 14(2–4), 165–179. <https://doi.org/10.1177/19467567221090539>

The press release and updates about the WFD will be published on <https://www.millennium-project.org/tmp-news/>.

## CONTACTS

The 2023 WFD Scientific and Organizing Committee is composed of Jerome Glenn, Elizabeth Florescu, Paul Epping, Brock Hinzmann, David Wood, and Mara Di Berardo. If you are planning collateral events related to 2023 WFD, please report them to [MaraDiBerardo@millennium-project.org](mailto:MaraDiBerardo@millennium-project.org). Thank you for your support!