The Millennium Project
global futures research capacity

13th World Futures Day
24-hour Round-the-World March 1ˢᵗ

GUIDELINES FOR FACILITATORS

The Millennium Project
global futures research capacity

The Millennium Project
GLOBAL FUTURES STUDIES & RESEARCH

World Futures Day 2026

March 1

Join us for a 24-hour global conversation on shaping tomorrow

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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 11th 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 [Association of Professional Futurists](#) (APF), [Humanity+](#), [Lifeboat Foundation](#), [World Academy of Art and Science](#), and [World Futures Studies Federation](#) (WFSF).

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

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. If you signed up the spreadsheet, please ask to join the WFD facilitators mailing list at https://docs.google.com/spreadsheets/d/18NsjB_OlqVv67rIRwuCpxRN03avX-FQT/edit?gid=323950274#gid=323950274.

Zoom Host of the meeting

Each time zone has a designated Zoom Host. The session is launched by Tad Davis 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:

- Tad Davis and Brock Hinzmann 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 over 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 (or click over the picture of the facilitator for the next session, and you will see three dots at the top right corner, then click on them and a drop-down menu and choose "make 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 Host must ensure that someone saves the **chat and the captions** of the session before leaving. To do that, click on the chat bottom and then on save; click on the cc button and then on save. Reports (see note keeper) and saved captions and chat files should be emailed through the WFD facilitators mailing list that you should join: https://groups.google.com/g/world-futures-day-facilitators.

Watch a short demonstration video to manage the zoom platform at best (passing the zoom host role, saving the files, etc.): https://www.youtube.com/watch?v=Hpr9hIctQdU

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 meeting 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 time zone for reporting. Define an estimate for the total number of participants, save the chat and caption files.

Some suggestions for your report:

- 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, send the report, the chat, and the caption files via transfer to https://groups.google.com/g/world-futures-day-facilitators. Please, send your report no later than 1 week after WFD (March 8).

Chat facilitator

Keep track of the chat area and encourage participation; references for bibliography are welcome in the chat.

Zoombombing

Specifically, about **Zoombombing**, we defined some new restrictions that may help avoid it this year:

- A link will be provided in the next few days to register through Zoom and registration is required to attend the session (first and last name plus an email address). Zoom will provide a personal link to the event. This link cannot be shared. Once used, no other person can enter with the same link. This prevents link-sharing.
- Attendees will be admitted first to a waiting room before being moved to the main session. Admins/moderators will be able to see the participants and their names before admitting them to the main room.
- No virtual backgrounds can be used: these can be used to display profanity, pornography, etc. This is setup in advance and cannot be changed. It applies to ALL participants, including moderators and facilitators.
- No name-changing after admission to the session: bad actors rename themselves to pretend they are someone else, often using some respected attendee's name. Again, this applies to everyone.
- No screen-sharing is a default setting. Please don't change that setting. It avoids displaying bad contents. Moreover, this is a friendly conversation, not an occasion for lectures.
- Moderators should immediately check any links shared in Chat.
- Zoom bombers are immediately removed and reported to Zoom. They are not allowed re-entry with the same Zoom link.

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.

If you can't make it on March 1st, please inform the facilitator next to you in the spreadsheet. If there is no one next, inform us at wfd2026@millennium-project.org.

REFERENCES

- Short demonstration video to manage the zoom platform at best: https://www.youtube.com/watch?v=Hpr9hlctQdU
- Di Berardo, M. (2024), "World Futures Day", in Glenn, J.C., Gordon, T. Florescu, E., "State of the Future 20.0", Washington DC: The Millennium Project, pp. 427-438.
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- Di Berardo, M. (2022). The World Future Day Method: A 24-hour Round-The-World Global Discussion. *World Futures Review*, *14*(2–4), pp. 165–179, https://doi.org/10.1177/19467567221090539

The press release and other updates (such as training sessions, link to register, etc.) will be published on https://www.millennium-project.org/tmp-news/.

CONTACTS

The 2026 WFD Organizing Committee is composed of Mara Di Berardo, Paul Epping, Nadezhda Gaponenko, Jerome Glenn, Blaž Golob, Brock Hinzmann, Tad Davis, and Ibon Zugasti.

Please join our mailing list for facilitators for further enquiries at https://groups.google.com/g/world-futures-day-facilitators or contact wfd2026@millennium-project.org for specific needs. Thank you for your support!