



HOST YOUR OWN FORUM

HERE'S HOW

TIME AND LOCATION

Your forum should be held between 22 October and 9 November 2009 so that you will have enough time to provide your input to the Australian Youth Forum (AYF) major event on 12 November 2009.

Choose a location where everyone feels comfortable discussing their ideas. This may be a community centre, classroom or a venue convenient to your participants.

The AYF suggests a minimum of two hours for a forum – this will depend on the number of participants attending and the number of topics you decide to discuss from the seven core priorities of the National Strategy for Young Australians (listed in paragraph 4. What to discuss, below). The more topics you wish to discuss – the longer you will need.

Please note that the AYF will not be providing funding for the forums.

REGISTER YOUR FORUM WITH THE AYF

Complete the Forum Registration form available on the AYF website www.youth.gov.au/ayf, then send to the AYF Secretariat by email ayf@deewr.gov.au or fax 02 6123 6020, so your event can be included on the National Conversation calendar of events.

PLAN FOR THE DAY

Prepare a draft agenda. You may wish to include the welcome from the Minister at the beginning of the forum as an introduction. This is available on the National Conversation page of the Australian Youth Forum website www.youth.gov.au/ayf.

Organise a facilitator and scribe. Notes for the facilitator and scribe have been included in the Host Your Own Forum kit.

Decide if you will be filming or photographing the event to submit as part of your Post Event Report. If you decide to film the event, you may want to capture a specific discussion point, suggest a great idea or maybe film a question for a Minister to answer. If you decide to film or photograph the event, each participant will need to complete a *Publicity Consent Form* before or on the day of the event. Please note that participants under the age of 18 years of age, will also need the consent of a parent or guardian. A consent form has been included in your kit.

If the forum goes for a long time, you may choose to provide something to eat or drink, alternatively you could ask participants to bring their own snacks.



WHAT TO DISCUSS

The National Strategy for Young Australians embraces seven core priorities:

- empowering young Australians in their schools, their training institutes and their universities to shape their own futures
- supporting young Australians within their families
- mobilising young Australians within their communities
- enabling young Australians to participate safely and confidently online
- equipping young Australians with the skills and personal networks they need for employment
- strengthening early intervention with young Australians to help prevent any problems getting worse and to help young people get their lives back on track
- establishing clear cut legal consequences for behaviours that endanger the safety of others.

You can choose one or more of these topics to discuss at your forum. The full list of topics is available on the National Conversation page of the Australian Youth Forum website www.youth.gov.au/ayf.

It might be a good idea to print out a copy for everyone who comes to your forum, so they know what to expect.

PROMOTE YOUR FORUM

The downloadable poster is a great way to advertise your forum. Put the time and location in the white space at the bottom of the poster and invite the people that you would like to attend.

If you would like your forum to be open to everyone, some of the ways you can promote your forum are through:

- youth centres
- noticeboards
- school newsletters
- email distribution list
- AYF website (you can advertise here by registering your event)
- word of mouth.

Make sure you register the contact details of people wishing to attend your forum so that you can inform them if there are any changes to the forum arrangements.

ON THE DAY

If you want to submit the ideas from your forum to the National Conversation it's important to make sure that organisers or participants at your forum can present topics, guide discussions and record what people are saying.



TELL THE AYF WHAT WAS SAID

Record the main points of your discussion on a whiteboard, butchers paper or in your laptop while the forum is taking place.

Compile all the details into a document. Please include:

- your name
- your contact details
- how many people attended
- the topic/s that were discussed
- discussion outcomes - we suggest that you include a summary or list of the main ideas in the document if there is a lot of information.

Please send your input to the AYF by email ayf@deewr.gov.au or fax 02 6123 6020 by 9 November (AEDST), to feed your ideas into the main event on 12 November 2009.

GOOD LUCK WITH YOUR FORUM!

NOTES FOR FACILITATOR

Please find following some tips to assist you with running a forum:

- Ensure the room is set up before the participants arrive.
- Welcome everyone and acknowledge the traditional owners of the land.
- Inform participants of housekeeping matters. Include information on toilet facilities, set a few ground rules for the event such as respecting each others views, keeping discussion respectful and non-discriminatory.
- If taking photographs or video during the forum that will be submitted as part of your Post-Event Report please ensure participants are aware they will need to provide consent to the Department of Education, Employment and Workplace Relations by signing the consent area on the Participant Registration Form.
- Provide an outline of the event, including an overview of the National Strategy for Young Australians, outlined in the Host Your Own Forum Overview sheet.
- Show the video welcome from the Hon Kate Ellis MP, Minister for Early Childhood Education, Child Care and Youth or read the message out loud. This will provide your participants with some direction and context for their discussion.
- Introduce the participants who will be playing an active role in the event including presenting topics, guiding discussions and recording what people will be saying.
- If you have a dignitary attending your event, introduce them and ask them to say a few words.
- Introduce your first discussion topic. Discussion starters for each of the seven principles of the National Strategy for Young Australians, has been included in your Host Your Own Forum kit. You should have already chosen which of the seven topics you will be discussing at your forum. You don't need to discuss them all.
- Facilitate discussion on the first discussion topic.
- Ensure participants in the forum stay on track. If the discussion topic starts to go off track, bring the discussion back to the proposed framework.
- Introduce and facilitate further discussion topics.
- Give feedback to the whole group about the key themes/ideas that were discussed.
- Provide an opportunity for any further comments.
- Remind participants that if they have not already done so, could they please complete their details on the Participant Registration Form.
- Refer participants to the www.youth.gov.au/ayf website for further information about the National Strategy for Young Australians.
- Inform participants about how their ideas will be progressed.
- Close the event and thank everyone for attending.

NOTES FOR SCRIBE

Please find following some tips to assist you with running a smooth forum:

- In your scribed notes, record the following:
 - name of the Master of Ceremonies facilitating the event
 - names of any dignitaries attending the event
 - the number of participants attending the event
 - the format and structure of the event
 - the topics being discussed at the event
 - details of the discussion that took place during the event, including any new proposals, constructive comments or feedback (include direct quotes from young people).
- Complete a Post Event Report Form, including the above information.
- A summary sheet for each of the discussion topics should be completed, detailing the outcomes of the discussion and issues raised. These summary sheets should be attached to the Post Event Report Form.
- Attach the summary sheets for each discussion topic to the Post Event Report Form, together with the Participation Registration Form.