



# Convening a Local Dialogue: A Step-by-Step Guide



# **WELCOME TO THE STEP-BY-STEP GUIDE FOR CONVENING A LOCAL DIALOGUE!**

Thank you so much for taking on this essential leadership role in your community. We hope that your journey as a Dialogue Convenor will bring about new connections, ideas, and opportunities to enable multiple stakeholders to catalyze and drive the change required to create a healthier and hunger-free America for all!



# MOVING TOWARDS A HEALTHIER AND HUNGER- FREE FUTURE!

**Good Food Local Dialogues** are crucial to ensuring the diverse voices, stories, ideas, and challenges of community stakeholders are being considered and given a platform where they can live far beyond the Conference. Anyone and everyone with an interest in the White House Conference on Hunger, Nutrition, and Health is encouraged to convene a Good Food Local Dialogue Locally based, locally led and fully adaptable to different contexts, Local Dialogues that you will convene set the stage for an informative movement of stakeholders and communities across the country to mobilize around grassroots solutions, innovations, and ideas to drive change.

In September 2022, the White House will hold the first **Conference on Hunger, Nutrition, & Health** in over 50 years. The Conference, and the work leading up to it, will drive significant change to end hunger, improve nutrition and physical activity, reduce diet-related disease, and close the disparities around them.





# WHY PARTICIPATE?



**We need your voice!** Good Food Local Dialogues can take many forms, depending on what is most appropriate for your community and constituency—from a webinar to a town hall meeting to an informal gathering of community members.

Official feedback forms that are uploaded to Good Food Dialogues' Platform, will be utilized in the following ways:

- Direct submission to the White House in advance of the Conference on Hunger, Nutrition, and Health (for events and feedback received prior to the July 15th deadline)
- Published as public facing and searchable documents on the Good Food Dialogues website
- Rolled into a final document that synthesizes the feedback, ideas, and challenges shared throughout all the Good Food Dialogues. This report will not only be submitted to the White House but will also be used to inform a movement for change well beyond the White House Conference.





# THE PROCESS

**We hope you choose to join us on this journey.** and share your collective expertise. This is just the beginning of our work. The step-by-step guide is written to help Convenors plan, announce, and execute an event. However, these are just suggestions and we encourage you to engage with your community in whatever way works for you. Our intention is that the Good Food Dialogues will bring together stakeholder groups as you explore, debate, and shape pathways to a healthy, equitable, and sustainable future for all by directly contributing to the White House Conference on Hunger, Nutrition, and Health in these Good Food Dialogues. Adapted from the dialogues method used during the UN Food Systems Summit, this guide will provide you with a picture of how to carefully convene, curate, facilitate, and share outcomes of your Dialogues. More training materials are available on the website.

# The 5 White House Conference Pillars

The goal of the White House Conference on Hunger, Nutrition, and Health is: **End hunger and increase healthy eating and physical activity by 2030, so that fewer Americans experience diet-related diseases like diabetes, obesity, and hypertension.**

To achieve this, the White House has identified the following conference pillars:

**PILLAR #1: IMPROVE FOOD ACCESS AND AFFORDABILITY**

**PILLAR #2: INTEGRATE NUTRITION AND HEALTH**

**PILLAR #3: EMPOWER ALL CONSUMERS TO MAKE AND HAVE ACCESS TO HEALTHY CHOICES**

**PILLAR #4: SUPPORT PHYSICAL ACTIVITY FOR ALL**

**PILLAR #5: ENHANCE NUTRITION AND FOOD SECURITY RESEARCH**

These pillars should inform your Dialogues and conversations as a way to organize your experience, expertise, and recommendations.



# THE LOCAL DIALOGUE METHOD

A Convenor is responsible for conceptualizing, planning, organizing and executing the Dialogue. The Convenor announces the Dialogue publicly and is ultimately responsible for publishing the Official Dialogue Feedback Form.

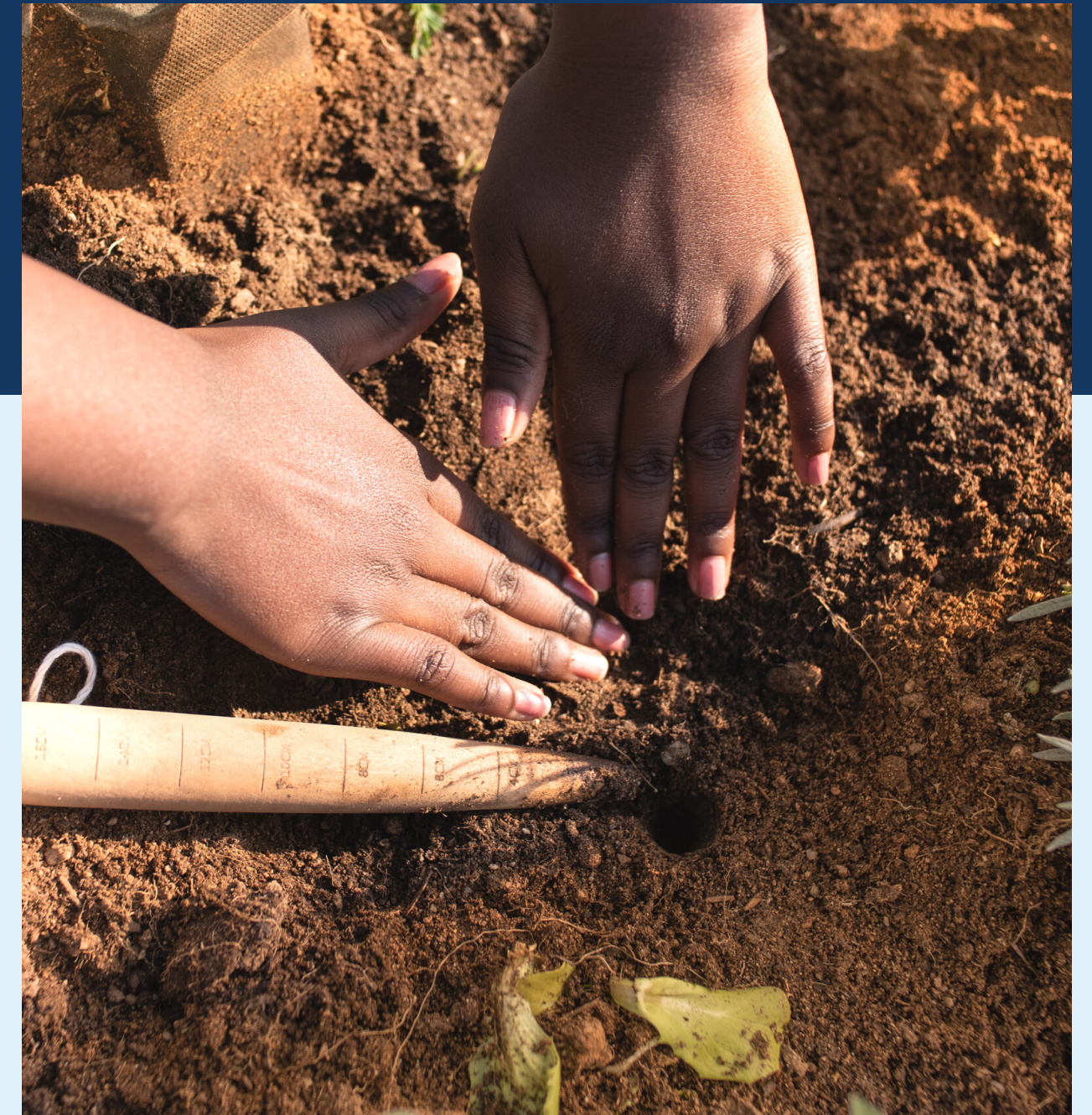
## 1: PREPARE

**Step 1** Sign up to the Good Food Dialogues in the "Get Involved" Zone

**Step 2** Access support materials and training for hosting

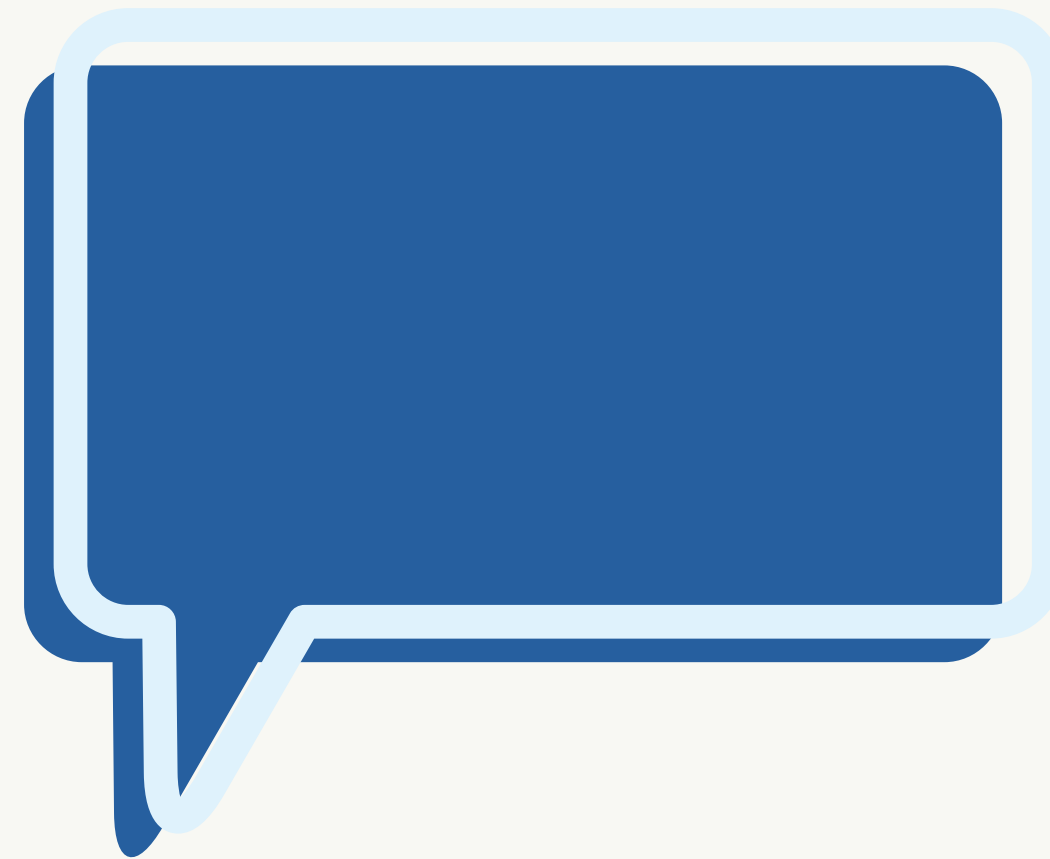
**Step 3** Define the focus and title of your Good Food Dialogue

**Step 4** Define logistics and roles for your Dialogue



## 2: ANNOUNCE

**Step 5** Announce your Dialogue on the Good Food Dialogues site and through Social Media. If you need ideas and inspiration, see the Social Media Toolkit provided on the site.





# 3: PLAN

**Step 6** Finalize the agenda of your Dialogue event

**Step 7** Define the invite list, send invitations, and track replies

**Step 8** Prepare background and confirm the Discussion Topics and Prompt Questions of your Dialogue

**Step 9** Finalize your Facilitators, allocate them to Discussion Groups, and provide them training links from the site

**Step 10** Allocate Participants to Discussion Groups (Dialogue Tables or breakout rooms)

**Step 11** Confirm the schedule for your Dialogue

**Step 12** Confirm final logistics, roles, technological needs, and setup

**Step 13** Finalize Communications and Social Media in accordance with The Chatham House Rule

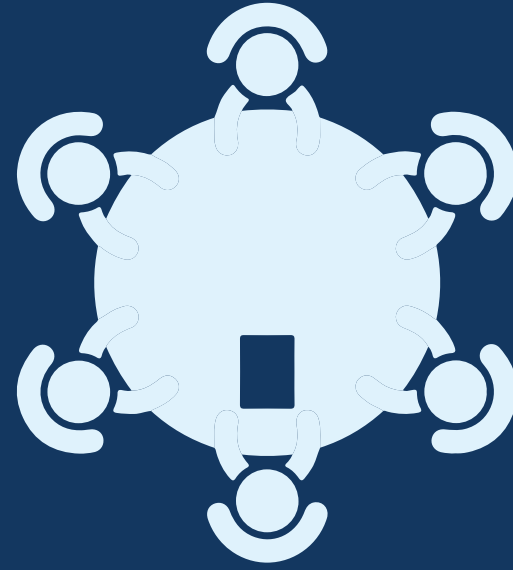
**Step 14** Send event information email to Participants

**Step 15** Final briefing with Dialogue event team (Convenor, Curator, Facilitators, Dialogue Supporters)

**Step 16** Finalize event materials



# 4: HOST



**Step 17** Arrive early and test everything is working and that you have the needed materials

**Step 18** Hold your event

**Step 19** Have the Convenor ready to reallocate Participants to Discussion Group rooms

**Step 20** Update the Attendance Register based on who shows up on the day





# 5: PUBLISH

**Step 21** Prepare and Submit your Official Dialogue Feedback

**Step 22** Post findings and images from your Dialogue to social media (Social media toolkit available on the site)

**Step 23** Stay connected with your Participants and with the Good Food Dialogues Community

**Step 24** Celebrate your Good Food Dialogue!

# WHERE TO LEARN MORE

Detailed information about Good Food Dialogues is available through our website at [goodfooddialogues.com](http://goodfooddialogues.com). This is where convenors register, access tools, and upload official feedback once their Local Dialogues are complete.

This step-by-step guide is an abbreviated guide to convening Dialogues and compliments other resources found on the Good Food Dialogues website. Please send any questions or comments to [\*\*info@goodfooddialogues.com\*\*](mailto:info@goodfooddialogues.com)

