**How to lead an unconference session**

**Tips on Open Space Technology**:

* We encourage you to have the group sit in a circle to promote interaction. While initial introductions of participants could be helpful, we recommend *against* doing it (it takes up quite a bit of time and can be unwieldy).
* Please start the session by introducing yourself and presenting the theme to the group.
* Remind everyone that they can move freely between sessions — a necessary component of Open Space Technology is interest and commitment by participants. It is precisely these participants who will take the theme and go with it and take it in different directions and provoke potentially unexpected action items.
* Your job as convener(s) is to start the discussion and keep it going until the time is up.
* You also are tasked with taking notes and reporting back to the organizers on what happened and what will happen in the future (if that is relevant). *See below.*
* Finally, remember that there are Four Principles and One Law, which serve as guides to the convener and all participants.

The principles are:

(1) Whoever comes is the right people.

(2) Whatever happens is the only thing that could have.

(3) Whenever it starts is the right time.

(4) When it is over, it is over.

Law of two feet:

* + - If at any time during our time together you find yourself in any situation where you are neither learning nor contributing, use your two feet, go someplace else.

**Basic instructions**:

The N-Gen Summit organizing committee would like to document the summit sessions. In order to do so we ask that you follow a few instructions. Please have an assigned note taker for the session (this usually corresponds to the duties of the convener(s)). **Please take attendance** during your session (you can simply pass around a sheet of paper to collect names). Please include a typed up list of the participants, detailed notes from the session and the information requested below in a MS Word or pdf document. Make sure this document is in the hands of the summit organizing committee by the end of the Summit.

Use the fields on the following page as a template.

**Title of the session**:

**Convener(s)** (include names, affiliations and email addresses):

**Overview of the session theme** (150-200 words):

**Overview of the session discussion** (ca. 250 words):

**Action items discussed during the session** (as bullet points):

**Participants**:

**Detailed Notes** (please copy and paste or transcribe the detailed notes of the session):