

Café Culture Workshops for Research Enabling Professionals – Host Notes

Pre-event:

Determine if this will be conducted online or in person. Hybrid can be challenging so we advise one or another. It will determine how you approach the set up of the café and the tools you use.

Consider the day it is undertaken (Mondays and Fridays are usually taken off by those working part time/compressed hours) and the time of day it is undertaken so not to disadvantage those on particular grades/roles/responsibilities.

Using the matrix of quotes and sources, identify 3-5 key pieces which can be used to start the conversation. Pick ones which may resonate with the group/community who will be part of the café culture.

Consider that some attendees may be unfamiliar with the concept of 'research culture' and/or may not see themselves as part of the broader research community (e.g. clerical staff in a school). The extent of contextual information presented at the start should be commensurate with the demographics of the group attending. Clearly setting the parameters for discussion will ensure that all colleagues are comfortable engaging with the workshop.

Determine the suitable size of the community for the café – we recommend you have max 6 people per breakout room/table, including a scribe/facilitator for each breakout discussion. You can run the event with smaller numbers, and just not use breakout discussions.

Due to the sensitive nature of the discussions and the stories which may be shared, consider the ground rules which are most appropriate – these could be determined by the group on the day if it is small enough.

Arrange a pre-meeting with co-hosts and scribes/breakout discussion facilitators to discuss the event schedule, tools, timings and ground rules. This could take the form of a rehearsal to help redirect attention from the event running to the event content on the day.

Prepare materials (virtual or hard copy as applicable) ahead of the event and undertake an Equality Impact assessment (EIA) on the event to ensure its inclusive and not creating any unintended barriers. Most institutions have EIA templates and instructions available online¹.

On the day:

This will vary depending on in person or virtual set up

In person	Virtual
Arrive early to ensure room is free and set into group table as necessary	Join 10 mins early – check can screen share/virtual background and set up breakout rooms
Ask co-hosts and scribe/facilitator for each breakout discussion to also arrive early	Have waiting room set up
Give people 5-minutes to join from other meetings	Give people 5-minutes to join from other meetings
Introduce host and co-hosts, outline aims/structure of event, outline/establish ground rules for session, signpost support available, and how information/insights will be used	Introduce host and co-hosts, outline aims/structure of event, outline/establish ground rules for session, signpost support available, and how information/insights will be used

Post-event:

Advise participants what will happen next and how they can monitor progress on the items discussed, noting if and why some items may take longer to achieve than others.

¹ [Example of Equality Impact Assessment \(EIA\) template and instruction provided by an institution.](#)