



# Station Host Protocol

A guide for station hosts facilitating a World Café. Following it consistently is what lets us treat the collected results as data in a scientific study.

## // YOUR ROLE

As a station host, you stay with one station throughout the World Café. Your role is to record insights consistently and to moderate the discussion so everyone can take part.

**1****Create a welcoming space.**

Set an easy, hospitable tone so people feel safe to think out loud.

**2****Ensure everyone can contribute.**

Make room for quieter voices; don't let any one person dominate.

**3****Withhold your own view and opinions.**

Instead, focus on consistently recording insights and moderation the discussion.

**4****Help the group identify patterns and themes.**

Reflect back connections between contributions and invite the group to name them.

**5****Facilitate, don't steer.**

Open up the conversation with questions; never nudge it toward a preferred answer.

**6****Record collective discoveries on the sheet.**

Capture the group's insights on the station sheet as they emerge (writing clearly).

## // WHY THIS MATTERS

Hosts provide consistency. They help to transfer knowledge generated during one round to the next round. They also provide consistency in how people can participate.