

# How To Open Space



## What is Open Space?

Open Space is a conference format that allows large groups to work on a complex of questions and problems within a short period of time. Everyone can contribute their own topics. A moderator introduces the method and leads it to an impactful conclusion.

## How do we use Open Space at the Network Meeting?

Your expertise and your needs are crucial here. Open Space provides a space for exchanging ideas about best practices, methods or challenges of your projects. The Open Space Conference will run as follows:

**Opening & warm-up** by the moderator.

**Session planning:** All topic proposals are collected in advance via the registration form. 16 sessions will be chosen that will happen within 4 rounds, with 4 sessions per round.

**Session implementation:** The participants will go to the respective sessions according to their own interests. When implementing the session, the following rules must be observed:

- A session lasts a maximum of 45 minutes, but can also be ended earlier if necessary. In addition, the Open Space method allows participants to leave a session at any time and join another one.
- Input by the session host: The input shouldn't be too long to allow time for joint exchange.
- Some English-speaking participants will attend the Open Space. Please consider beforehand if you could offer your session in English as well.

**Sharing:** At the end of each session, personal learnings and feedback can be shared on a digital pinboard.

**Closing:** At the end, everyone comes together again. There will be space to reflect on the experiences from the sessions and to share them with the large group. The moderator closes the Open Space Conference with a cool down.

## How do I prepare for the Open Space Conference?

Enter your session topic in the registration form. The format is open to you - whether you give an input on a specific topic with subsequent discussion, whether you host an interactive workshop or meet other people to discuss a certain subject or a problem... there are no limits to your creativity. The Open Space Conference is for the exchange of expertise, so take the chance and contribute with your expertise or idea!