



CRIPPING THE ARTS ROUNDTABLE FACILITATOR GUIDELINES

1. Introduction to the roundtable facilitator role at Crippling the Arts

Thank you for proposing a roundtable discussion for Tangled’s Crippling the Arts symposium. We are very glad to be able to include your topic. Roundtables, as we are envisioning them, are quite different than panels or presentations that typically happen at conferences. Instead of presenting your work or ideas, you are being asked to frame a conversation among a group of people with a few animating questions around the topic you have described. Because this form of dialogue might be new (its new to us!), [this document is meant to provide you with a few guidelines on your role as a facilitator, and how the roundtables will function at the symposium.](#)

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2. CTA Roundtables: Long-table discussion form overview

We expect that this symposium will have around 40 to 50 people in attendance. It is also important to us that, as much as possible, each person has an equitable opportunity to participate in each roundtable discussion. Obviously, it would be difficult, if not impossible, to sustain and facilitate a conversation between that many people and so we have adopted a ‘long-table’ discussion form developed by Lois Weaver (<http://publicaddresssystems.org/wp-content/uploads/2013/05/takeawaylongtableprotocol.pdf>).

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Commented [JB1]: Is this maybe the best word? Because I think part of approaching a conversation like this is being mindful of the power dynamics vis a vis privilege/oppression ie facilitators may have to make calls on how much time/space service providers are taking up regardless of how much time they are actually speaking.

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The idea of a long-table is that it facilitates a non-hierarchal conversation between a large group of people. This is an informal conversation on a serious topic.

In the middle of the room will be a long table covered in a white paper tablecloth with writing utensils on top of it. There will be room for 12 people around the table, including yourself, who will be seated at the head. Apart from you, there will be 10 conversation participants and one conversation facilitator (who will pass around the mic and keep track of speaking order, leaving you free to guide and participate in the discussion). You will have a microphone and there will be an additional microphone that will be passed around the table [both for accessibility purposes, and](#) as a sort of ‘talking stick.’ Surrounding the long table will be all of the other symposium participants who will be listening/watching the conversation.



The roundtables will last 60 minutes. To begin the conversation, you will read out/sign out your animating questions, about 3 or 4 questions that will guide the conversation. You can begin with a preamble, but your preamble and questions should not take more than 5 minutes. We also ask that you bring large print copies of your questions to be placed on the table.

You can create 3-4 questions around the topic area you have proposed, however

we invite you to share these questions ahead of time to ensure that there are no overlaps between roundtables or, if there are, that they be intentional. We also want you to remember that the participants will be artists, curators, art directors, arts council officers, academics, and community members and so we recommend that you write your questions using plain language.

After you have opened up the table with your questions, we will ask that the 'table facilitators,' who will be important to this process, invite people to join the table. The 'table facilitators' will ensure that we don't operate from a 'first to the table gets a place' practice; rather, they will ensure that the places around the table are distributed equally among those who would like to participate. Once 10 people, you, and the conversation facilitator are seated around the table, the conversation will begin and last for 55 minutes.

3. Specific guidelines for participating in the long table discussion¹:

- Anyone seated at the table can contribute to the conversation
- Any contribution is welcome, although we invite you to stay on topic
- You can participate by signing, talking, using a translator. Feel free to write/have someone scribe your comments on the tablecloth
- Please respect the 'conversation facilitator' who will ensure that no one takes up too much space in the conversation
- To participate, simply indicate to the 'table facilitators' that you would like to take an empty place at the table
- If the table is full, you can request a place at the table through a 'table facilitator,' who will ensure that places are given out as equally as possible

¹ These guidelines are adapted from Lois Weaver's <http://publicaddresssystems.org/wp-content/uploads/2013/05/takeawaylongtableprotocol.pdf>.

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- You can leave the table at any time
- If you leave the table you can come back again and again
- There can be silence
- There might be awkwardness
- There could always be laughter
- There is an end but no conclusion.
- There should always be a few disabled, D/deaf, mad, sick, or ill folks at the table. We will trust, rather than monitor, that this is happening.
- It's important to be mindful of the micro power dynamics that are at play during the conversation, and how this relates to the ways in which privilege and oppression are operating in the group. As a facilitator in this context, we are making the assumption that you will have this awareness while making facilitation choices.

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4. Accessibility:

- There will be 12 movable chairs positioned around the table that can be moved up or pulled away from the table at anytime according to the table's participants needs or desires
- A visual describer will be around the table to describe what is happening

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- There will be ASL interpreters around the table to translate the conversation
- There will be attendants around the table to translate the conversation
- There will be attendants around the table to scribe if a participant wants something written on the table
- In traditional long tables, people are asked to tap people on the shoulders to indicate that they would like to take their place. At our roundtable, 'table facilitators' will keep track of who wants to join the table and who has been at the table for the longest amount of time (and all things being equal, will simply move around the table clockwise). They will indicate to people to leave the table using their voice or signing. This is in an attempt to mediate power relations that might come up when asking someone to leave the table and avoid unwanted touch
- We will begin each day offering a statement of safe(r) space and accessibility. These will be developed as we receive people's accessibility needs, but basically we will ask that people's accessibility needs and gender pronouns be respected, that people use the mic, that people don't cross-talk, that people visually describe any visual material that they bring to the table, that people help to make this a sent-free environment, that people use content warnings if they are going to speak about difficult or violent themes, including ablesit, racist, audiest, sanist, institutionalized



violence, and that people pay attention to their language and the amount of space they take up.

We will share our safe(r) space and accessibility statements when they are finished. If you would like to add anything to this statement, please let us know and we will incorporate it. This will ensure that the accessibility is consistent across long tables, that you don't have to take up time giving these statements at the beginning of your long table, and, of course, that the table be accessible and safe(r) for you.

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As we are trying to get the symposium schedule completed and circulated by XXX, (Nov. 1, 2015), we ask that you confirm your participation by XX (Oct 20, 2015).

Please note: Tangled cannot fund you to come to the symposium, although we will provide food throughout. Registration fees are as follows:
Free for D/deaf, Mad, and disabled people, attendants/PSWs, under-waged/non-waged people.
\$100.00 for everyone else.