Pacific Institute
for Climate Solutions

FACILITATION TIPS

For hosting impactful climate events





PICS-funded GOERT 2025 Garry Oak Ecosystems Gathering

① START RIGHT

- In event promotions make it easy to understand the event goals, intended audience and activities.
- Use event registration to find out about participants' organizations, roles, and what they hope to get out of the event.
- Before the event, send a reminder with an agenda or added details on the speakers and activities.

② WARM WELCOME

- Arrive early and make the space feel organized and inviting.
- Use music, visuals, or refreshments to create a positive atmosphere.
- Make sure participants are greeted personally as they arrive.
- Use name tags to help people connect quickly.
- Start with a friendly, upbeat tone to reduce anxiety.
- Clearly explain the purpose and agenda of the event.

③ INVITE PARTICIPATION RIGHT AWAY

- Begin with a simple icebreaker or quick activity that invites people to introduce themselves and get to know each other.
- Set expectations that participation is welcome and encouraged.
- Use easy opening questions, polls, chat prompts, or sticky notes for quick engagement.
- Avoid long introductions before interaction begins.

④ MIX UP FORMATS

- Alternate between presentations, discussions, and activities.
- Include pair shares or small-group breakouts to maintain engagement.
- Balance structured content with open conversation.
- Use hands-on exercises to reinforce learning and collaboration.
- Match the rhythms of the day—use movement-based activities after lunch or in the afternoon to avoid fatigue; close the day on a positive note.

⑤ SUPPORT NETWORKING

- Networking is a highlight for many participants, build networking time into the agenda intentionally.
- Use guided introductions or conversation starters.
- Encourage participants to connect with someone new.
- Create small-group rotations to increase interaction.
- Provide shared activities that spark natural conversation.
- Offer digital networking spaces or contact-sharing options.







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⑥ NAVIGATE TENSIONS CALMLY

- Set ground rules for respectful communication at the beginning.
- Stay neutral and avoid taking sides if conversations get tense.
- Acknowledge emotions without escalating the tension.
- Use calm, steady body language and tone of voice.
- Reframe negative comments into constructive discussion points.
- Focus on shared goals or common interests.
- Pause briefly if emotions become too heated.
- Summarize key points to reduce misunderstandings.
- Keep discussions focused and avoid unrelated conflicts.
- Use empathy to validate concerns while maintaining boundaries.
- End with clear next steps or agreements when possible.
- Follow up afterward if additional support or clarification is needed.

⑦ CLOSE WITH GRATITUDE

- Thank participants sincerely for their time and contributions.
- Highlight key achievements or memorable moments.
- Recognize speakers, volunteers, or organizers in closing remarks.
- Invite final reflections or takeaways from the group.
- Leave attendees feeling energized and valued.

⑧ FOLLOW UP AFTER THE EVENT

- Send a thank-you message within a few days—share slides, notes, recordings, or resources and summarize key outcomes and action items.
- Encourage continued discussion or networking—highlight upcoming opportunities and ways to stay connected through email, social platforms, or community groups.