

## European HomeParliaments - Moderation tips for discussion leaders

As a moderator, you are primarily dealing with people who build relationships with each other, which can be positive (understanding cooperation) or negative (e.g. power games). To make it easier for you to deal with this aspect of relationships and your moderation of the European HomeParliaments (EHP), we have compiled some moderation recommendations and tips for you below.

**Preparation:** If you want to lead a discussion, you need to know the aim of the discussion in advance in order to provide clear and precise information. Therefore, familiarize yourself with the moderation sheet, preferably before the discussion begins. In-depth prior knowledge of the topics of the discussion is not necessary.

**Icebreaker:** Start with a brief overview. Before the discussion starts, icebreakers are a good way to ensure a positive atmosphere and good participation. They can also encourage communication and collaboration. We have prepared some examples for you:

- What is the most beautiful place in Europe for you?
- What do you like or dislike about Europe?
- Is this the first time you have been involved with PoE and the EHP?

**Rules:** Rules are needed to make a discussion productive. As the discussion leader, you are in a position to give or withdraw the floor from someone. In addition, a certain "netiquette" - such as letting people finish, politeness, etc. - is important so that all participants feel comfortable.

- Make sure that everyone involved has a chance to speak and express themselves.
- Make sure that the speaking times of the participants are roughly equally distributed.
- If speakers become insulting or hurtful, interrupt their remarks. Ask the participants to stick to the factual aspect of the question.

**Neutral instance:** Normally, as the discussion leader, you moderate as a neutral and superior instance, because otherwise you can easily influence the discussions. In the case of the EHP, however, we naturally want you to participate in the discussion. We recommend that you only share your opinion once all participants have communicated their positions.

**Summarize:** Make a note of the main arguments of the participants so that you can summarize the pros and cons again at the end of the discussion (per question).

**Red thread:** Always keep the central theme of the discussion in mind. This will make it easier for you to recognize digressions or off-topic discussions and keep the discussion on track. Plan a fixed time frame for each topic and address time constraints in good time to avoid an open end.

**Example (per question):**

- Open debate on the discussion question
- Examination of the arguments and individual weighting of the arguments
- Positioning/coordination