Thanks so much for your interest in SPEAK! and your decision to organise an event or action.

**SPEAK! is a global campaign to help give a voice to everyone, everywhere.**

As many of us look around our communities and countries, we seem increasingly divided - by identity, ideology, fear, and those trying to turn us against each other.

**It’s no longer enough to speak to those who already agree with us; to create real change, we need to speak with those who don’t.**

Last year, almost **200 SPEAK! events** were held in over **45 countries**, uniting **tens of thousands of people and reaching millions online** in a remarkable demonstration of global action. From Uganda to Uruguay, organisers brought individuals and communities together across lines of division, recognising that we have more in common than that which divides us.

In **2019, SPEAK! is happening again** and will culminate in **24 hours of action from 20-21 September 2019**. Hundreds of events will be held around the world - helping to resolve conflicts, create connections and build understanding.

That’s where you come in! The following is a guide to help you organise an amazing event as part of SPEAK! 2019.

## Design Your Event

Start by reflecting on the situation in your city or country. Try to identify the issues that divide people - or appear to divide them. Then, **look for the positives and find ways to expand on them**. What do people have in common? What examples of tolerance are already happening that you might be able to build on? Who needs to be in the same room to really address these issues?
The events held as part of SPEAK! 2019 will differ depending on the cultural and political context. **Examples of possible events include:**

- public forums featuring high-profile individuals who disagree on key issues
- shared meals that include one-on-one conversations between people of different backgrounds
- formal dialogues to resolve deep conflict between communities
- events that use music or film to gather those who normally don’t spend time together
- private conversations between friends-of-friends

In our experience, **most successful events contain the below three elements.** With that said, you are the expert on your own situation, so feel free to depart from this structure if that’s best for you.

1. **Icebreaker activity:** to create a safe and welcoming atmosphere for your event, especially if participants may not trust one another.
2. **Meaningful dialogue:** about the issue(s) of division among your invitees. You may want to set ground rules (e.g. ‘listen with an open mind’ or ‘avoid interrupting’) to make sure everyone has a say.
3. **Reflection and next steps:** to capture learnings from the discussion and define ‘one next step’ to keep up positive momentum after the event (see below).

**ONE NEXT STEP**

Bridging divisions often takes time. To keep up the positive momentum from your event and create lasting impact, have participants define ‘one next step’ they can take to make their community more inclusive. They should **choose something that can be realistically achieved within 30 days after the event.** Any step – however small – can contribute to a more inclusive and peaceful world. For example:

- Participants pledge to **start a conversation with someone they would not normally speak with.**
- Attendees agree to **create a Facebook group to continue exchanging, discussing and planning how to overcome divisions.**
- The group agrees to **start a petition** on a topic they discussed at the event and deliver it to key decision-makers.
READEY-MADE EVENT OPTIONS

If you would prefer to make use of a ready-made option for your SPEAK! event, consider one of the following (which you can tailor to fit your own context):

- The Let’s Do It World Cleanup Day gathers millions of people worldwide to collect and record waste, while also bringing communities closer together. In 2019, it’s happening at the same time as SPEAK!. Contact the World Cleanup Day organiser in your country to take part (www.worldcleanupday.org).
- Living Room Conversations (LRC) is a US-based initiative that brings together people with opposing views or beliefs through simple yet powerful conversations, both in-person and online. LRC’s has created a specific conversation guide on “tolerance” to help structure your event (https://tinyurl.com/y5l8ujcq).
- FabRiders and CIVICUS have joined forces to create a participatory workshop on the topic of community participation, which will directly contribute to the Sustainable Development Goals. Check out the workshop guide for a complete set of instructions (www.fabriders.net/participatory-sdg-indicators/).

PLAN FOR SUCCESS

Now you’ve designed your event, it’s time to make it happen! First, register your plans on the SPEAK! website (www.togetherwespeak.org). This will give you a shareable, editable event page that you can use to promote your event. Be careful about sharing any sensitive information on your event page as it will be visible to the public.

SPEAK! 2019 will take place on Friday 20 and Saturday 21 September 2019. Choose a time and location within this period that will suit your attendees. Make a list of tasks that need to be completed, and mobilise staff/volunteers to make it happen.

SPREAD THE WORD

Tell the world about your amazing event – before, during and afterwards! You can find all logos and social media assets at https://tinyurl.com/y4ctcw7p and a press release template at https://tinyurl.com/yykxn229

- **Before**: send invitations, contact media (if appropriate), and publicise your event
- **During**: share news and pictures from your event on social media using #TogetherWeSpeak (make sure you have consent from the participants first).
- **After**: complete the event survey with your learnings and encourage your networks to participate in the ‘one next step’
WHAT DOES A **SPEAK!** EVENT LOOK LIKE?

In Tucuman, Argentina, *CONCIENCIA* brought together a group of young students to **discuss issues of discrimination and abuse in their schools**. At the end of the event, the "one next step" they committed to take was to design a series of posters in order to help raise awareness of and prevent discrimination in schools.

One of a series of posters designed by secondary school students to prevent discrimination in Tucuman, Argentina.

In New Delhi, *SafeCity* and the *Red Dot Foundation* organised a small, intimate event to **explore the harmful effects of rigid gender stereotypes – a taboo topic in India**. Male and female participants shared their personal stories of how gender stereotypes affected them, and built empathy for the opposite gender’s experiences.

Participants build shared empathy for the challenges faced by both genders. Photo credit: SafeCity/Red Dot Foundation.

*URDA* organised events in Lebanon and the Netherlands to **bring together refugees and host community members to cook traditional dishes from their countries and discuss the root causes of discrimination**. They found that food and music – universal pleasures that everyone can agree on – can be a great way to build shared understanding.

Syrians, Lebanese and Palestinians cook together during a **SPEAK!** event in Lebanon. Photo credit: URDA.
Please note that in order for your activity to be counted as an official SPEAK! event, you’ll need to:

- **Register** the event on the campaign website (even if you’re taking part in a ready-made option like World Cleanup Day) – [www.togetherwespeak.org](http://www.togetherwespeak.org)
- Have the people attending your event complete a **participant survey** before they leave – see the final page of this document
- Follow up on your ‘**one next step**’ and tell us about it in a brief follow-up survey (deadline 18 October) – [www.surveymonkey.com/r/SPEAK_FollowUp2019](http://www.surveymonkey.com/r/SPEAK_FollowUp2019)

**RESOURCES**

Check out the Resources page of the SPEAK! website for a bunch of useful materials ([www.togetherwespeak.org/resources](http://www.togetherwespeak.org/resources)), including:

- The Living Room Conversations’ **conversation guide** on the theme of “tolerance”
- The **press release template** to help share your event with media
- All **SPEAK! logos and social media assets**

In you need more **ideas on icebreaker** activities, you can visit [www.icebreakers.ws/](http://www.icebreakers.ws/).

For advice on **anonymising photos and videos** for the purpose of digital security, check out [https://library.witness.org/product-category/guide/](https://library.witness.org/product-category/guide/)

**NEED HELP?**

Still have questions or need advice? We are here to help! Get in touch with your **SPEAK! Regional Champion** or contact the **SPEAK! global team** directly at [speak@civicus.org](mailto:speak@civicus.org). We speak English, French and Spanish.
PARTICIPANT EVENT SURVEY

Thank you for attending today’s event!

Please complete this three-minute survey before leaving. The information will be used to learn and improve future events.

Your responses are anonymous. Your participation is entirely voluntary, and you may skip any questions that you do not want to answer.

1) How likely is it that you would recommend today’s event to your friends or colleagues? (Please circle a number below.)

Not at all likely ☻ 0 1 2 3 4 5 6 7 8 9 10 Extremely likely ☻

2) What is the most important reason for your score above?

3) Is there anything else that you would like for us to know about your experience today?

4) Do you give consent to use your responses in social media, reports and other public materials about this event?

☐ Yes
☐ No

Thank you!

CIVICUS