



## Open Science Cafe, instructions for moderators and note takers

*For the Open Science Fair in Athens, September 2017*

One of the main 'blockades' for the actual shift to open science is that most people, even within the open science community, operate in separate silos. In order to overcome this, we need other formats than presentations and panels. Open Science Cafes do have the potential to connect different stakeholders, as they facilitate listening and sharing thoughts.

### Set-up

The set-up: 6-8 people gather around a table with 1 moderator and 1 note taker. To initiate conversations, they are provided with a deck of cards with statements and questions related to open science and the involved projects. These statements do not reflect the viewpoints of projects, but rather serve as conversation starters. Someone can pick a card, the group talks about it for some time, and then they can move on to the next card. In this way, people learn from each other and start to think about the bigger picture. Meanwhile, you can collect valuable input for the projects and the open science movement.

### The moderator

The main task of the moderator is to make sure that everyone is at ease, everyone is involved and that also less confident/present people can express their thoughts. In short: you are the one to facilitate a conversation in which people listen to each other. Here are some tips:

1. If everyone sits, start with wishing everyone a warm welcome and explain the set-up and purpose of the conversation.
2. Start a short introduction round. Try to make sure people don't talk about their job and affiliation, but rather about why they are here and what they think of open science.
3. Take the initiative by letting someone pick a card and ask him/her to read it out loud and what his/her initial thoughts are.
4. Keep track of who speaks how much.
5. Is one or are a few people dominating the conversation? Do not be scared to break them off in a friendly way and ask someone else for his/her thoughts.
6. Does a conversation not come off ground or get stuck? Ask some questions to specific people. If it still doesn't work: ask someone else to pick a new card.
7. Keep track of time: you can discuss different cards/topics, but after half an hour the groups switch in order to get new combinations of people.
8. Pay attention to the note taker and his/her role, see below.

### The note taker

Your role is to collect interesting points of the conversation. You have two different ways to do this:

1. **The mindmap cards:** You can use these cards for topics that get a lot of attention in the conversation. If things go too fast, don't be afraid to stop the conversation and ask people to provide input for this mindmap. Write down the main topic in the centre, and work from there. Is it hard to find connections? You can also collect random thoughts and statements here.
2. **Brilliant quotes and ideas:** Sometimes someone says something that's just WOW, just spot on or somehow very useful. For this you have the 'brilliant quote and ideas' card. You only have one, so here you have to be very selective. Make a point of it if you think something is so good that it deserves to go on this card.