CHAPTER 13 Techniques glossary

THERE WILL BE TERMS unfamiliar to you in this book because I've invented some of them myself. This glossary contains brief definitions; see the relevant chapter for more information.

Action Plus/Delta: A *Plus/Delta* that concentrates on uncovering actionable items that participants want to work on, as well as issues that they currently don't know how to address.

Affinity Grouping: A way for a group to discover and share ideas that arise at a session or conference and group them into categories, so they can be organized and discussed. Sometimes called "cards on the wall".

Anonymous Voting: Any voting method that preserves the anonymity of those voting.

Badgesourcing: A method of employing participant badges to share useful personal information besides the traditional elements like name, company, etc.

Body Voting: See *Human Spectrograms*.

Card Voting: Each participant is given an identical set of colored cards that can be used in flexible ways: typically for voting on multiple-choice questions, *consensus voting*, and guiding discussion.

Continuum Voting: See *Human Spectrograms*.

Crowdsourcing Ideas: A simple technique that turns insights from individual conference attendees into a shared resource that can be used by everyone.

Dot Voting: A technique for public *semi-anonymous* voting where participants are given identical sets of one or more colored paper dots which they stick onto paper voting sheets of available choices.

Fishbowl Sandwich: A *Fishbowl* that is sandwiched between an opening and closing *Pair Share*. An excellent method for introducing and conducting large group discussion sessions on topics and issues that benefit from facilitated attendee contributions.

Fishbowl: A group process that facilitates focused discussion, either by assuring that the conversation at any moment is restricted to a few clearly defined people, or by allowing representatives of both sides of a point of view time in turn to listen to and question representatives of the opposing viewpoint.

Group Spective: A closing session that provides time for attendees to collectively take stock of their current situation and reflect on where they started, the path traveled, and the journey yet to come.

Guided Discussions: Dividing an audience into small discussion groups during a session to expose different answers, viewpoints, and levels of understanding and create multiple simultaneous rich customized learning environments in the room.

Hand/Stand Voting: In Hand Voting, participants raise their hands to indicate their answer to a question with two or more possible answers. Stand Voting replaces hand raising with standing.

Human Graphs: See *Human Spectrograms*.

Human Spectrograms: Also known as *body voting*, *continuum voting*, and *human graphs*. A form of *public voting* that has participants move in the room to a place that represents their answer to a question. Human spectrograms can be categorized as *one-dimensional*, *two-dimensional*, or *state-change*.

One-dimensional Human Spectrograms: *Human Spectrograms* where participants position themselves along a line in a room to portray their level of agreement/disagreement with a statement or a numeric response (e.g. the number of years they've been in their current profession).

Open Space: A simple method for participants to create their own meetings.

Pair Share: Discussion of a topic or question with a partner during a session to develop and reinforce learning.

Participatory Voting: Any form of voting that provides public information about viewpoints in the room and paves the way for further discussion

Peer Session Selection and Sign-up: A multi-step method that collects attendee input on desired sessions issues, topics, session leaders, and levels of interest, and then uses this information to build an optimum conference program that reflects participants' needs and wants while minimizing potential attendance conflicts between concurrent sessions.

Personal Introspectives: Closing conference sessions that first guide participants through a review of what they have learned and a determination of what they want to consequently change in their lives, and then provide opportunities to share findings in small groups.

Plus/Delta: Plus/Delta is a review tool that allows participants to quickly identify what went well at a session or event and what could be improved.

Post It! For Programs: A simple technique for uncovering topics and issues that a group wants to discuss during a single session.

Post It! For Sessions: A technique for uncovering topics and issues that a group wants to discuss during crowdsourced sessions at an event. Allows topic and issue offers and wants, and may include further refinement via *Dot Voting*.

Pro Action Café: A blend of *World Café* and *Open Space* that facilitates reflection, discussion and consolidation of ideas, and moving to action.

Public Voting: Voting methods that allow a group to see the individuals who have voted and how they voted.

Reminders, Sparks, Questions, Puzzles: RSQP allows a large group to immediately review and reflect on presented material while simultaneously creating a publicly accessible summary of responses and reactions

Roman voting: A *public voting* technique for gauging the strength of consensus.

Semi-anonymous voting: Voting techniques where it's hard to determine how individuals vote without watching them closely during the voting process.

Small Group Discussions: Techniques that use small groups to improve learning, connection, interaction, and engagement.

State-change Human Spectrograms: *Human Spectrograms* where participants move en masse from one point to another to display a change of some quantity (e.g. opinion, geographical location, etc.) over time.

Table Voting: A technique used for polling attendees on their choice from pre-determined answers to a multiple-choice question, and/or for dividing participants into preference groups for further discussions or activities.

The Solution Room: A session format which both engages and connects attendees, and provides peer-supported advice on their most pressing challenges

The Three Questions: Structured conference or session openers that 1) define and model an active, interactive, and safe conference environment; 2) provide a structured forum for attendees to meet and learn about each other's affiliations, interests, experience, and expertise and 3) uncover the topics that people want to discuss and share.

Two-dimensional Human Spectrograms: *Human Spectrograms* where participants position themselves in a two-dimensional room space to display relative two-dimensional information (e.g. where they live with reference to a projected map).

World Café: A format for dialogue in small groups around questions that have been determined in advance.