

HOW TO HOST A UN75 ONLINE DIALOGUE

While we are adapting to a temporary new normal, we must double down on our efforts to improve global cooperation. UN75 will continue to implement and scale up activities to create the "world's biggest conversation" on the future we want, building tools and partnerships to bring dialogues into the digital space.

Sharing ideas, hopes, fears and solutions is now more important than ever. **Here's a simple guide on how to set up and host an online dialogue.**

Before

1. Choose an online dialogue platform – please see a list of platforms [below](#).
2. Appoint a moderator (this person will be responsible for sending a summary of key points raised to UN75).
3. Register your dialogue at <https://www.research.net/r/UN75>.
4. Download background materials (e.g. issue briefings, films, FAQs): www.un.org/UN75
5. Publicise the dialogue using #UN75 and follow @JoinUN75 on [Twitter](#), [Facebook](#), [Instagram](#), [YouTube](#) and [TikTok](#).
6. Encourage participants to take the one-minute UN75 survey in advance, to get the conversation going in their minds and online: www.un.org/UN75

During

1. Start your dialogue by introducing the UN75 initiative with background information on why these discussions are being held and what impact they will have (see [our dialogue toolkit](#) for information and key messages)
2. Ask participants to take the [one-minute survey](#) as a conversation starter
3. Use the following questions as a guide, adapting them as needed:
 - a. Do you think people in 2045 will be better off than, worse off than or about the same as today? (Ask for a show of hands). Why?
 - b. What do you most want to see in the year 2045 when the UN will turn 100? Consider discussing the megatrends we have identified, such as: climate and environmental degradation, gender, health, new technologies, poverty and inequality, population changes, security threats, breakdown of trust between governments and people
 - c. What are the main obstacles and challenges to achieving this vision?
 - d. How can global cooperation – particularly the UN – better manage these challenges?

- i. What can the UN do differently? How can it change how it operates?
- ii. How can the UN better work with other partners?
- e. What would you advise the UN to do to address these challenges? (Be specific. We welcome concrete proposals and constructive criticism.)

After

1. Send us a summary of the key points discussed via <http://feedback.un75.online/>. The form includes an option to upload photos, video or audio recordings and short event reports. If you have trouble accessing the form, please complete the form included in the dialogue toolkit {LINK} and email it to: un75@un.org
2. Share your results online, use #UN75 and tag @JoinUN75 – encourage others to take part too!
3. Check www.un.org/UN75 regularly for news and results as they emerge

Online dialogue tips and tricks:

1. Log on early and ensure that all audio and video technology works ahead of time.
2. Remember to mute your microphone unless you are speaking. This will cut back on disruptive noises and echoes.
3. It can often be difficult to keep audiences engaged via video calls. A good practice is to occasionally check in with your audience and ask for opinions and inputs. This can be done via the online chat without disrupting the flow of the conversation.
4. Most video conferencing platforms allow for “hand raising” or include a chat box feature that allows people to indicate they would like to make comments without interrupting.
5. For moderators, many video conferencing platforms allow you to record. This may make it easier for you to capture the key points and ideas (but make sure to ask for permission before you record!)

EXAMPLES OF POPULAR ONLINE DIALOGUE PLATFORMS

Google Hangouts

- About: [Google Hangouts](#) is a video conferencing app developed by Google and operates through a Gmail account.
- Price: Free for video calls depending on the plan you have subscribed to.

- Capacity: Video calls can include up to 10 (Gmail, G Suite Basic) or 25 (Business, Education) people.
- Good for: Windows, Android and iOS devices.
- **How to invite participants:**
 - You can easily schedule a [Google Hangout](#) via the [Google Calendar](#) site.
 - You can invite multiple guests to attend your **Google Hangout** on a date and at a time of your choice.
 - Those you invite to your Google Hangout will receive an email alerting them to the Hangout.
- **How to moderate:**
 - When the time comes for you to have your dialogue; take a moment to ensure that all participants are present, having no technical trouble and are familiar with the platform's features.
 - Google Hangouts has a chat box feature that allows people to indicate they would like to make comments. Encourage participants to mute their mics when not speaking and use these features to avoid interruptions in the dialogue.

Skype:

- About: [Skype](#) is an app for messaging, video chat and voice calls between computers, tablets, mobile devices, the Xbox One console, and smartwatches over the internet.
- Price: If every person on the call or video chat is using Skype, the call is free with Wi-Fi. Users only need to pay when using premium features like SMS texts, voicemail, or making calls to a landline or cellphone outside of Skype.
- Capacity: Up to 50 people can video chat at the same time using Skype.
- Good for: Skype supports most browsers such as Windows, Mac, iOS and Android.
- **How to invite participants:**
 - Sign into Skype.
 - Go to one of your chats.
 - Select the Schedule call button to get started. It will either be next to the compose bar or in your Add-ins menu.
 - In the Schedule call window, you can give your call a title, pick a date and time, and set a reminder.
 - Select Send and the call reminder will be sent to your chat where your contact can then Accept or Decline the scheduled call.
 - To add additional members:
 - Click **Invite members** from your Skype Manager Dashboard.
 - Choose whether you want to invite them using their email address, or Skype Name.
- **How to moderate:**

- When the time comes for you to have your dialogue; take a moment to ensure that all participants are present, having no technical trouble and are familiar with the platform's features.
- Skype has a chat box feature that allows people to indicate they would like to make comments. Encourage participants to mute their mics when not speaking and use these features to avoid interruptions in the dialogue.

Social media platforms:

- **Facebook**

- About: Facebook offers a [Facebook Live](#) feature that connects individuals, audiences and others in inclusive and seamless conversation.
- Price: Free
- Capacity: Up to 4 Live participants and limitless viewers and commentators.
- Good for: Anyone with a Facebook account.
- **How to invite participants:**
 - Designate a time and duration for your dialogue.
 - Ensure that you publicise the dialogue time and details on your Facebook account in advance.
 - Tap the camera icon to the left of your search bar, switch to "Live" on the bottom of your camera screen and click the blue "Start Live Video" button to start broadcasting.
 - When the time comes for you to have your dialogue; participants will be able to join Live through your Facebook profile
 - To invite a friend to join you in your live video, simply select a guest from the Live Viewers section, or tap a comment from the viewer you want to invite. Your viewer can then choose whether or not to join your broadcast
- **How to moderate:**
 - Although there can only be up to four participants per Facebook Live session; there can be an unlimited number of viewers and commentators.
 - As a Live participant/moderator, you will be able to view the comments that viewers make in real time.
 - Encourage your viewers to type out their answers to the UN75 dialogue questions and to actively participate.
 - Make sure you read the comments aloud and respond to viewers in order to keep up engagement.

- **Instagram**

- About: Instagram has an [Instagram Live](#) feature that makes it easy to have inclusive dialogues. Price: Free
- Capacity: Up to 2 Live participants and limitless viewers and commentators..
- Good for: Anyone with an Instagram account.
- **How to invite participants:**
 - Designate a time for your dialogue.
 - Ensure that you publicise the dialogue time and details as well as your Instagram handle through social media or other methods to your participants.
 - When the time comes for you to have your dialogue; participants will be able to join Live through your Instagram profile (by clicking on your profile picture).
 - If you would like to add another Live participant (the maximum is two), ask them to “request to join” once they enter through your Instagram profile. This will prompt a notification for you that they would like to join, which you can subsequently accept.
- **How to moderate:**
 - Although there can only be two participants per Instagram Live session; there can be an unlimited amount of viewers and commentators.
 - As a Live participant/moderator, you will be able to view the comments that viewers make in real time.
 - Encourage your viewers to type out their answers to the UN75 dialogue questions and to actively participate.
 - Make sure you read the comments aloud and respond to viewers in order to keep up engagement.

- **Twitter**

- About: UN75 has already taken part in several [Twitter chats](#); these are an inclusive, informative and accessible way to have a dialogue.
- Price: Free
- Capacity: Limitless.
- Good for: Anyone with a Twitter account.
- **How to invite participants:**
 - Designate a time and duration for your dialogue.
 - Ensure that you publicise the dialogue time and details on your Twitter account in advance.
 - It can often help to introduce a hashtag in order to gain and further track momentum.

- **How to moderate:**
 - Once the time comes for your Twitter dialogue to ensue, introduce—with a Tweet—that the dialogue is about to begin.
 - Tweet out the UN75 dialogue questions (include #UN75 and your own hashtag, if you have one!) at 10-minute intervals to allow ample time for participants to reply to each one.
 - Feel free to reply to participants' replies and stimulate discussion further.

There are various other ways to have an online dialogue, you can also use chat applications such as Whatsapp and FaceTime, online forums such as Reddit and 4Chan, and more! We encourage you to get creative and experiment with what works best for you and your community. Then let us know via <http://feedback.un75.online/>.

Thank you for joining us in commemorating UN75 and building a global vision inspired by all – Have a great chat!