



Host Tips & Guidance Phase I: Vision & Priorities

Thank you for hosting this Climate Ready Meeting. Your service is essential to this event's success. In this packet, we have included a few things to help get you ready.

Example Timeline: 60 Mins.

9:00-9:05	Welcome Guests
9:05-9:10	Host will explain objectives of the meeting and rules of engagement
9:10-9:15	Climate Action and Adaptation Background Information
9:15-9:30	Discussion Question One: SA Climate Ready VISION
9:30-9:45	Discussion Two: SA Climate Ready PRIORITIES
9:45-9:55	Next Steps, Final Thoughts and Evaluation Forms
10:00	Closing Comments- Event Ends

Host Guidance

First Breakout:

Vision Discussion Question

The Discussion Question will be approximately 15 mins.

- **Brief round of introductions**
- **Discussion** of the following questions.
(People don't have to speak in order, but the host should make an effort to give everyone an opportunity to speak. Capture key issues, challenges, and discussion points on flip charts.)
 1. **What is your vision for a Climate Ready San Antonio by 2040 and beyond?**
 - a. **What do we need to do to be ready to deal with the impacts of our changing climate for communities, business, transportation and energy?**
 - b. **How do we make sure that all San Antonians share and benefit from this vision?**

Second Breakout:

Priorities Discussion Question

The Discussion Question will be approximately 15 mins.

2. **What are your priorities for a Climate Ready San Antonio?**
 - a. **What do you think is important in the planning process?**
 - b. **What is important to address in the outcome of the plan?**

Evaluation Forms

Please hand out and encourage people to fill out the evaluation form to improve future events. They can leave it on the table or drop it off on their way out.

Note Taking and Reporting Tips

1. Capture the key words or short phrases from each member.
2. Ask and confirm that you have captured it correctly.
3. In situations where there are multiple people supporting or repeating the same response, highlight it with a star for each additional person. Look at example below.

