

Facilitation Guest Preparation Guide

Knowing your guests can help you prepare to facilitate a one of a kind conversation. Use the worksheet below as a guide to help you research your guest and prepare for your conversation.

Who is/are your guest(s)?	
What is their best- known work?	
What part of their background drives their work?	
With whom do they collaborate?	
If multiple guests, do they work together? If so, how? If not, where does their work overlap?	
What do you most want to know about your guest(s)?	