

#RightTrack

Step 1: Plan

Use this worksheet to plan for when, where, and with whom you will hold your conversation.

- **Think about who you'd like to invite.** The model works best with a group of 4-6 people. Think of 2 or 3 people who are already fully supportive of a fairer process, and 2 or 3 people who don't have a firm stance either way, but who are open to learning more. Avoid people who are staunchly opposed to the rights of people seeking asylum and who aren't open to shifting their views. **You can use this worksheet to brainstorm:**

SUPPORTIVE

1. _____
2. _____
3. _____

OPEN TO LEARN

1. _____
2. _____
3. _____

If you're still wondering who to invite or would like some support, email us at commeng@asrc.org.au

- **Decide where you'd like to hold the conversation.** Most people choose to do it in their living rooms, but you might decide to invite people to a quiet café or some other community space. Just make sure your venue is quiet enough for everyone to hear the recordings.

My venue: _____

- **Invite your guests.** You might call or text people, email them, or tell them in-person. If you are thinking about what to say to your guests, you can refer to the helpful **SAMPLE INVITATION** included in this toolkit.
- **Figure out a date and time** that will work for you and your guests. An evening during the week? A Saturday afternoon? It's whatever works for you. If you're a good cook (or good at ordering pizza) you might choose to invite people over for a meal!

When: _____

Step 2: Prepare

Complete this checklist a few days before your conversation to prepare yourself to facilitate.

- ☐ **Read the FACILITATION TIPS.** This will briefly explain the structure of a conversation and give you some handy tips for facilitating.
- ☐ **Print the FACILITATOR GUIDE** and practice reading it aloud. This is the tool that will guide you through your discussion. You'll have it in front of you during the conversation, so no need to memorize anything.

If you would like to see what a conversation looks like, you can download and watch the short demonstration videos in the **EXTRAS** Folder. It is not necessary to watch, but is there for those who will find it helpful.

- ☐ **Download the Audio Recordings** from the During the Conversation Folder and save them to a laptop, phone or device that you'll be able to play them from during the conversation.
- ☐ **Print copies of the SURVEY and A FAIR PROCESS FACT SHEET** for each of your guests (and an extra one for yourself).

ACCESSIBILITY: a large-print version of the survey and a transcript of the audio recordings can be found in the Accessibility Folder.

Step 3: Hold your Conversation!

It's the day of your conversation! Here's what to do now:

- ☐ Make sure you've got the things you printed out earlier, and also pens for everyone.
- ☐ Set up the device that will play the recordings, test the sound to check everything is working.

Follow the FACILITATOR GUIDE now—it'll take it from here!

Step 4: Entering surveys

You've completed your first #RightTrack Conversation! What's next?

- ☐ Go to RightTrack.org.au/Surveys to **enter the data from your guests' surveys**. This is an important step. The data collected from these surveys will let your MP know that their constituents support a fairer process for people seeking asylum. Thank you!