

Affinity Group Guidelines for “Focalizers”

First steps...

1. **Choose roles:** “focalizer,” a note-taker and a time-keeper.
2. **Introductions (ONE minute each!!) - sample questions:**
 - a. What strengths and skills do you bring to this group?
 - b. What would you like to learn/know/research with the help of this group?
 - c. What would you like to do/participate in with this group?

Things to keep in mind...

- **Your affinity group is free to self-organize. As a group, you may:**
 - Decide what you want to discuss, learn, or and do together.
 - Break into smaller sub-groups, especially if your group is larger than 5 people.
 - May meet or arrange activities between the monthly Forum meetings.
- **We ask that, as a whole group, you:**
 - Take responsibility for organizing and delivering one 45-minute presentation on your topic to the Forum sometime in the upcoming year (see notes below). You will have the support of a member of the BGF planning committee to organize and produce your event.
 - Invite others who are working on your topic in the Baltimore area to be a part of the Forum.
 - Listen. Listen hard.
 - Stay in touch with each other.
 - Stay focused on the core purpose of the Forum: To seek to improve the quality of *all* life in the greater Baltimore area.

Monthly Presentations...

- Beginning in October, one affinity group will be responsible for organizing the 45-minute presentation each month. Presenters are responsible for:
 - Sending a short text description (that is finalized and ready for distribution) of your presentation to baltimoregreenforum@gmail.com at least **2 weeks in advance**. [Work](#) with your curator from the Planning Committee to arrange for the opening of the meeting space and to take care of any general set-up requirements (chairs, tables, etc.) for the volunteer set-up and clean-up crews.
 - Connecting your presentation to the Purpose statement of the Forum and to the other affinity topics. Including some sort of interactive component is encouraged. Presentations should mostly focus on what is happening here in the Baltimore region. Showing examples and talking about what others are doing is great, yet there is so much that is happening here that we can talk about!
 - **Having fun with it!**