

Guidelines for EIE2025 fishbowl facilitators/ debaters

Session format

During an EIE2025 fishbowl, event attendees will discuss burning implementation questions that cross science, policy, and practice and are relevant to different stakeholders. Each fishbowl involves five to seven debaters and one facilitator, who will open the topic debate and lead the initial discussion. Please find the final EIE2025 programme, including your fishbowl, [here](#).

For the fishbowl, several chairs will be arranged in an inner circle in your room. This is your fishbowl. The remaining chairs will be arranged in concentric circles outside this fishbowl. At the beginning of the debate, you, the facilitators and debaters, will fill the fishbowl while other attendees will sit on chairs outside the fishbowl. The facilitator on your team will introduce the topic, and the debaters will begin the discussion. Other attendees will listen to the discussion. At some point, you will place an empty chair in the fishbowl. Any member of the audience may occupy the empty chair at any time and join the fishbowl. If this occurs, a member already in the fishbowl must voluntarily leave and vacate a chair. The discussion will continue in this way, with participants continuously entering and leaving the fishbowl. Depending on the size of the audience, many audience members may spend some time in the fishbowl participating in the discussion. When time is up, the fishbowl is closed, and the moderator summarises the debate.

Facilitation will help you run your fishbowl more smoothly. Therefore, consider prompt questions in advance that you can use to steer the conversation if necessary or to offer a different angle when the debate slows down. Also, think about how you will begin the debate. Will your debaters have provocative statements prepared, or will they introduce their different experiences? You will make these decisions.

Practicalities

EIE2025 fishbowls will run on both days in the same room. This means the room will be set up as needed for a fishbowl, allowing you to begin your session immediately. Nevertheless, please arrive for your fishbowl at least 10 minutes before it is scheduled to commence to ensure a prompt start. Each fishbowl is planned for a maximum of 60 minutes. Your facilitator will be responsible for timekeeping. Please ensure you finish on time so the programme does not overrun, and subsequent sessions can begin as scheduled. We will inform you later about the room where your session will occur. The rooms will also be indicated in the EIE2025 event app, which you can download two weeks before.

Since the fishbowl is a debate format, we assume you will not need slides. However, if you expect to use IT or need other equipment (pen and paper, whiteboard, etc.), please let us know by **May 15th** so

we can prepare your session as needed. Just send an email with your requests to

eie@implementation.eu.

Preparing your fishbowl

If this is the first time that you are preparing a fishbowl, you may want to consider experience with, and tips, and tricks for facilitating a fishbowl shared on the following websites/ publications:

- <https://www.betterevaluation.org/methods-approaches/methods/fishbowl-technique>
- <https://library.hee.nhs.uk/knowledge-mobilisation/knowledge-mobilisation-toolkit/fishbowl-conversations>
- [https://en.wikipedia.org/wiki/Fishbowl_\(conversation\)](https://en.wikipedia.org/wiki/Fishbowl_(conversation))
- <https://ard.bmj.com/content/annrheumdis/78/5/713.full.pdf>

Additionally, we will support you in preparing for your fishbowl through **online speaker calls**, during which we will inform you about what to expect on-site in Newcastle and respond to any questions you might have regarding the EIE2025. We offer these calls on **May 13th at 9 am or 4 pm CET**; you should have received a calendar invitation for your preferred call time. If you have any questions in advance, please send them to us via eie@implementation.eu, and we will cover them during the session. You can join the online speaker calls on May 13th via the following links:

May 13 – 9 am call

<https://us06web.zoom.us/j/83987067687?pwd=ub7q4ZxwLLWxeY9lPdcDycmZamxaOG.1>

Meeting ID: 839 8706 7687

Passcode: 043507

May 13 – 4 pm call

Join Zoom Meeting

<https://us06web.zoom.us/j/82768870081?pwd=WjFZ61H7yU78vCW1tqTEECcGvNysvo.1>

Meeting ID: 827 6887 0081

Passcode: 088776

While we highly recommend that all presenters attend the session, we understand that time constraints may prevent you from doing so. We will record these sessions and make them available to you—please watch them at a time that is convenient for you before the event.

Key dates for fishbowl presenters

Online speakers call	May 13 th , 2025, at 9 am or 4 pm CET
Send in your requests	May 15 th , 2025

Any questions?

Let us know at eie@implementation.eu