



EXPONENTIAL ROUNDTABLES

AROUND TABLES, WORKING TOGETHER

HOST BOOKLET

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Grüne Trift 28a
12557 Berlin

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EXPONENTIAL
EUROPE

THANK you for hosting Exponential Roundtables in your city. We appreciate your partnership and your investment into this cause of reproduction and multiplication!



VISION

To see reproduction and multiplication become the norm in the language and behaviour of the church in Europe.



MISSION

Together with our partners, we equip and serve leaders and teams to resource their local church on the topic of multiplication, and to mobilise a young generation for church planting.

LEARN

Create a place for mutual learning, inspiration, and empowerment for reproducing and multiplying church planting of all kinds in the European context.

SHARE

Give space for everyone involved in church planting on a European and regional level to give their best to the collective body of Christ.

COLLABORATE

Initiate collaborative learning through cohorts, learning communities and other arrangements, initiated by people in the networks, and through books and content.

ENVISION

Create a visionary space for a young generation of Europeans to *just do it*.

Exponential is a community with a cause.

HOSTING ROUNDTABLES

Exponential Roundtables create an environment where you sit together around tables with other people from your city, listen to teachings, discuss what you have heard and learn from each other.

As the local host, you are privileged to inspire participants to develop a common vision for reproduction and multiplication for making a big impact in your region. We pray for God's presence and that we together

can create a place where He can speak through His Word and Spirit, and through experienced leaders who share their insights and teachings.

A typical Roundtable normally lasts between six and seven hours, depending on how you chose to run it. The programme is split between pre-recorded sessions and time for you to work in groups. With this, you can easily apply Roundtables to best fit your context, by either running the entire programme on the same day, or having it split up into multiple evenings.

HOW CAN I COVER MY COSTS?

Roundtables material is free to use for everyone. If you have expenses with hosting your Roundtable, you can take up an offering, have participants pay or donate for the food you provide or have an entrance fee to cover your costs. We would also kindly ask you to mention to all participants that we solely rely on donations, so if they liked the material, we are very happy to receive a donation. You can either give them the option to do this individually, or you can do this as a group.

Once you decide to organise a Roundtable, you as a host are in charge. You are inviting the participants to your local Roundtable. We offer you the content, you are responsible for the rest.

ROLE OF THE TEAM

WHAT DO YOU NEED?

As a local host, it is very much up to you how you want to run your Roundtable. Depending on your context, you can either go through it alone, together as a small group or team, or you can create a bigger event. If you chose the latter, we suggest organising a team around you with focus on at least these three different areas:

- **WELCOME & REGISTRATION**
- **CATERING**
- **TECHNICAL**

The size of your teams depends on how big your Roundtable is. Our experience is that both you and your participants will have a much better experience with enough people in the different teams, so take this into consideration when planning.

KEY ELEMENTS

WELCOME & REGISTRATION

- Welcoming participants to the event.
- (If needed) Check-in and registering participants.
- Being able to answer questions regarding the programme, etc.

CATERING

- Providing coffee, water and snacks during breaks.
- Lunch; either a sandwich or equivalent, or you can book a meal at a restaurant (food options need to be adapted to how big event you are having and how long it lasts).

ROOM SETUP

- Make room for all participants, with 6-10 people around each table. Make sure everyone is able to see and hear well.

SUGGESTIONS

FOR WELCOME & REGISTRATION

- Team should be at their position, ideally 60 minutes prior to start of Roundtables.
- Help people finding places, to assure that every table has a good mix of people.

FOR CATERING

- Have coffee, water and other drink options available for people upon arrival.
- Make sure you have enough people for the different tasks, like making coffee, preparing snacks, lunch, drinks, etc.

OTHER SUGGESTIONS

- Roundtables are originally set as a one day event, but you can easily split it into multiple evenings.

TECHNICAL TEAM

Depending on the venue, as well as the size of your Roundtable, the technical needs may differ. The goal is to have the technical aspect of your Roundtable executed as smooth and problem free as possible.

The size of your team depends on the size of the room where you are hosting the event, as well as how many participants you have. If you host a bigger Roundtable, the technical team should have these responsibilities:

Technical coordinator:

- Responsible for a smooth event, making sure that all technical positions are instructed, organising everything beforehand, and has knowledge of the whole programme.
- During the event, responsible for giving instructions to the other team members on what's coming up in the programme, like when to play a video, unmute a microphone or fade up or down the lights.

Video playback operator:

- Running all videos that are shown on the screen, and switching between videos (videos are accessed from QR codes and links in the workbook and run from a web browser, so depending on your Internet speed, you might need to open and load them beforehand to ensure a smooth run-through).
- Needs to be confident in operating a computer, and have good knowledge of the programme. Having experience with church presentation can be helpful.

Sound engineer:

- Operates the audio desk, makes sure that the audio of the main video playback computer is connected properly and that correct microphones are unmuted at the right time.

Lighting board operator (if lighting board exists):

- Operates the lighting board, and adheres to the cues of the technical coordinator.



OTHER SUGGESTIONS

To assure the best experience possible for you and your participants, we have a few recommendations:

(1) If the equipment needed is not already installed at the venue, remember to put in enough time and people for setting up and testing the equipment. We also recommend running through everything beforehand, to ensure that everything goes according to plan.

(2) The pre-recorded videos are all accessed through QR codes or links. Depending on your Internet speed, you might need to open and load them beforehand, so make sure to test this in good time before the event.

(3) We recommend creating a schedule for the event which you share with your participants, and sticking to this for the best experience.

RUNNING IT ALONE?

Though you get the most out of experiencing Roundtables together with your community, it is also possible to go through it by yourself, or in a smaller setting as a leadership team or equivalent. All you need is a place to sit, your computer, and the workbook.

PREPARATION

To assure a good experience for you and your participants, there's a few things you will need to prepare. First is making sure you have the content ready. We have all of the main content already prepared for you, but you will need to decide on how to run your Roundtable, time-frame for group discussions, as well as when to have breaks, etc.

Some technical equipment is needed to be able to run an event like this. Please read through all of this to make sure you are fully prepared.



PREPARATION - ROOM & EQUIPMENT

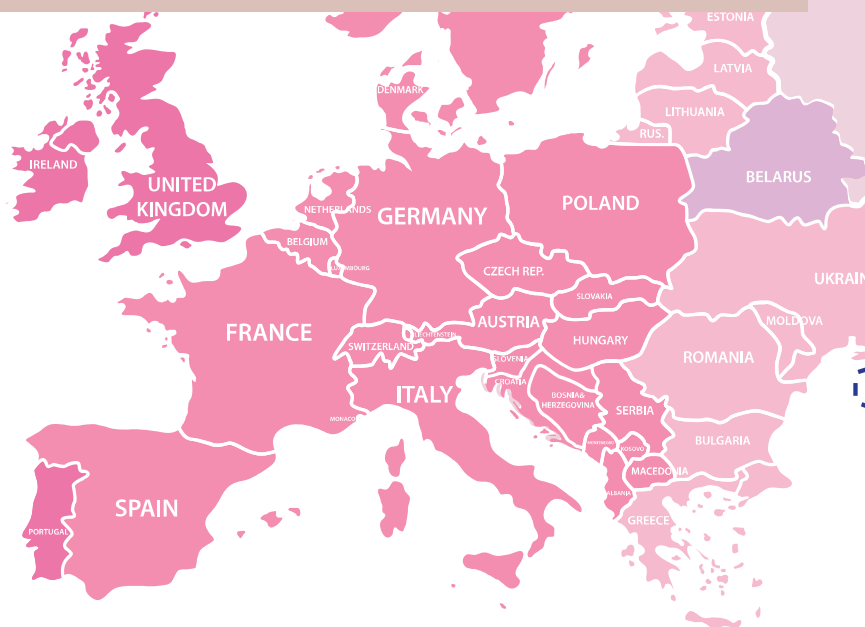
Screen: You will need a large TV or a projector (size depends on your audience) that can show at least a resolution of 720p or higher. All the videos are 1080p, but it's also possible to lower the resolution in the web player if your output can't show it. Make sure the cabling from your computer to the screen or TV works properly.

Sound: You need sound equipment sufficient for the room and number of people. You also need a cable that can connect to your computer. If your event is in a church or auditorium, we recommend asking for a sound technician to be there.

Daylight: Be aware that daylight, direct sunlight or even room lights could make the screen or TV output hard to see. If possible, put up shades to darken the room, and also control the room lights so you don't sit in the dark during group time. If your event is in a church or auditorium which has a separate lighting board, you can ask for a light technician to be there for the whole day.



Computer & Internet: You need a computer for playing the session videos to be projected on screen or TV. All content will be streamed through your browser, so depending on your Internet speed, we recommend pre-loading all videos before playing them. If possible, make sure you have a download speed of at least 50 mbit. To prevent overload, use a wired Ethernet connection and make sure no other devices are connected to the same network on the day.





PREPARATION - WORKBOOK

The workbook is your guide through Roundtables, and includes instructions, video links and the corresponding questions for group discussions. Make sure that all of your participants have access to it, either with digital access for them to print out or go through on their devices, or by printing them out yourself and giving each participant a copy.

At the end of the workbook, your participants can dig deeper into the different topics, and read some more stories. This can either be added as a part of your Roundtable, or you can encourage your participants to go through this themselves afterwards.

PREPARATION - MAIN COMPUTER

We recommend that you prepare your computer before the event to make sure you don't experience difficulties throughout the day.

Computer:

- **Software:** Web browser (we recommend Firefox or Chrome)
- **OS:** The latest update possible
- **Specifications:** We recommend a mid to high end computer, not older than 3 years, with at least the following:
 - Intel i5 Quad Core (or higher)
 - Dedicated graphics card
 - SSD drive
 - 16GB RAM

Background apps:

- All screen savers, background applications and power saving features must be disabled and WiFi, Bluetooth and Ethernet activity should be disabled for background apps. All virus scans and system updates must be disabled.

Clean up your computer:

- If your computer is used regularly by a private person, it would be a good idea to clean up files and folders on your desktop. Disable any plugins and hide any link-bars in your browser, and don't have any other browser windows or tabs open. It could also be helpful to create a separate user on your computer for this event so you won't have those problems (your choice).

Setup:

- Ideally, you should have a small video mixer (e.g. an ATEM Mini) which can switch between different video inputs or can fade to black / show a logo while you work on the computer. If that is not possible, the easier way would be connecting the main computer to the projector / screen and turn on 'mirroring'. While working in mirroring mode you can EITHER use the 'freeze' or 'blank' button on your projector remote to temporarily hide the output of your computer while you switch between videos.



We are very thankful that you are partnering with us in this adventure of Roundtables. Exponential Europe is a growing community of leaders committed to accelerating the multiplication of healthy, reproducing, gospel-centred communities. Together with our partners, we equip and serve leaders and teams to resource their local church on the topic of multiplication, and to mobilise a young generation for church planting. Thanks for being part of our community!

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