

Reminders & Next Steps for Conversation Facilitators

We are hoping to have the conversations **completed by the end of January** and the report available for the Board and IM as they embark on the next phases of PCOB/OIM tasks and projects. If you are interested in facilitating a community conversation, please schedule your conversation(s) as soon as you can. The more conversations the facilitators can host, the more community members we can engage, and the more perspectives we can incorporate.

- **Review** the [conversation guide](#) which you'll be using to facilitate your small group conversations.
- Use the Cortico [Google form](#) to **choose** the date(s) and time(s) of your conversation(s). Once you submit the form, Cortico staff will reach out to you with a Zoom link and a registration link to share with folks you'd like to invite to participate in the conversation.
 - If you request technical assistance for Zoom, a Cortico staff member will meet you in the Zoom room 15 minutes before the scheduled session to review any technical considerations and answer any questions.
- Once you have scheduled conversations, please **reach out** to the community organizations that you are liaison for and use the outreach template (below) to **share the registration link** with your network and invite them to join your scheduled conversation(s).
- We also plan, if possible, to offer some conversation dates to members of the broader community through the Mayor's Blog, so if you are interested in facilitating, but don't have a list of participants in mind, please schedule those conversations and **let us know** when they will be.

Outreach Template

Subject: Invitation to Join a [Date] Conversation on [Topic]

Hello [name of contact],

[Line of introduction, as personally relevant]

I'm writing to invite you to join me for an important conversation to collect community voices and perspectives to inform the work of the new Office of the Independent Police Monitor. Community perspectives shared will inform development of the policies and practices by which the Office of the Independent Police Monitor will engage with the community, process complaints, and report findings. **I'll be facilitating this conversation on [conversation date].**

This conversation is hosted in partnership with the City of Madison Police Civilian Oversight Board and the Local Voices Network. The [Local Voices Network \(LVN\)](#) is a national project that is focused on changing the way we talk and listen to each other, lifting up the voices of people not normally heard, and making the most of the power of human stories to connect and deepen understanding. LVN is not politically motivated, but rather focused on helping surface, connect, and amplify local voices from across the political and cultural spectrum that are not reflected in news and social media.

The small group conversations recorded for this project are designed to uplift our hopes and concerns, enable us to hear the concerns of others, and to improve our understanding of one another. **The recordings will introduce content that advances and supports the creation of policies and practices for the office of the City of Madison's Independent Police Monitor, a new position managed by the City of Madison Police Civilian Oversight Board.**

Will you join me? Your perspective and experience would be such an invaluable part of this conversation. **You can register at [this link - insert registration link]** where you'll be invited to create an LVN account so that you can have access to the conversation after it is recorded.

Thank you,

[Your name and partner affiliation]

