

Friday With Friends – Guidelines for Proposers

We gather during certain Friday evenings of the year in the Garden Room at Oxford Friends Meeting House. The aim is to enable us all within the Meeting to get to know each other better, and to share some of our "private passions".

There is a planned series of meetings held on the first Friday of each month or as near to it as possible taking account of bank holidays. There is no meeting in August. In addition occasional sessions may be arranged, as needed, to provide time and space to explore areas of current concern to the meeting. The dates and topics for these sessions are announced as they arise.

Topics for the sessions may be proposed by any member or attender of the Oxford meeting.

If you would like to suggest a topic

- ◆ Contact one of the coordinators of FWF, who will be able to tell you which dates are available. Cancellations may mean that a date previously booked is available or that an apparently free date is tentatively booked for someone else.
- ◆ Agree the date and the title of the session which will then be added to the programme.
- ◆ If all the first Friday dates are full additional sessions can be arranged on other Fridays but it will be necessary to find out from the warden when the garden room is free. Once a suitable date has been found the session can be added to the programme as above.
- ◆ When the date has been fixed the basic publicity is arranged by the coordinators. This means that the event will be listed on the website and announced in *Forty-Three* and in meeting notices. Information will also be available in the foyer of the meeting house.
- ◆ Some topics may benefit from additional information so that participants know what to expect. Proposers or speakers may like to provide the coordinators with a brief sentence or two of explanation which can be included in the publicity. Occasionally proposers may feel a longer explanation would be appropriate. If space is available this can be published in *Forty-Three* with the agreement of the editors.
- ◆ Many proposers are happy to make all the arrangements for the evening themselves. In this case the proposers would liaise with the speaker if applicable, organise refreshments and chair the session. This helps to encourage the feeling that FWF is owned by the meeting as a whole.
- ◆ If you would like to propose a topic but would like some support with the session arrangements discuss it with one of the coordinators and agree with them who will do what.

Refreshments

Tea, coffee, milk and sugar are provided in the meeting house kitchen. Biscuits/nibbles are provided by FWF proposers or coordinators.

Cancellations

If an event has to be cancelled or postponed let the coordinators and warden know. The coordinators will then publicize the cancellation. Last minute cancellations eg because of bad weather or illness will be posted on the website by the coordinators and a notice put up in the foyer of the meeting house by the warden.

Friday with Friends – Guidelines for Speakers

Session leaders may find it helpful to know that:-

- The warden prepares the room for the session. A flip chart can be provided if required.
- Refreshments are usually available between 7 and 7:30 p.m.
- Participants are requested to wear name badges. Labels and pens are provided at the meeting.
- Sessions start promptly at 7:30 and finish promptly by 9:30 p.m. although they may end earlier than this if appropriate.
- Each session opens and closes with a short silence.
- A suggested format for the evening is as follows:-
 - ❖ After the initial silence the speaker from the meeting, or the guest speaker, talks about something he or she is passionate about or deeply engaged in. The talk lasts for about half an hour, followed by some time for questions. Then we may break into small groups for discussion. The evening closes with another short silence.
 - ❖ In practice the sessions have been very varied and the topics do not always fit into this format. In this case the speaker is free to manage the time as they feel best given the nature of their topic.