



Knowledge to lead

Conducting a Dotmocracy session

Before starting a Dotmocracy session

1. Inform the participants on the issue to be discussed.
2. Present the issue and post the questions that need to be answered during the dotmocracy process.
3. Let participants suggest their answers to the given questions. They can brainstorm in small groups as well as individually.

Running a Dotmocracy session

1. Let participants write their ideas on "dotmocracy sheets". This kind of sheets enables participants to express their opinion of the idea mentioned by dotting the most suitable attitude: "Strong Agreement", "Agreement", "Neutral", "Disagreement", "Strong Disagreement" or "Confusion".
2. Post dotmocracy sheets on a wall or let participants pass them to each other.
3. Let participants fill the dotmocracy sheets and write comments on them.
4. Let participants discuss again their ideas in the light of the comments made and post new ideas to be dotted.
5. Collect all the sheets and report back the results to the plenary.
6. Publish the results and underline which are the most popular ideas and which ones have aroused the strongest disagreements.
7. Announce a decision, aiming at having the most agreement with minimal disagreement.



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General rules to follow

- Facilitator should be neutral on the content.
- Each participant should only fill one dot per sheet.
- Participants may dot as many sheets as they want.
- Participants can also contribute anonymously.
- Ideas shouldn't be changed once dotting has started.
- Participants can post new ideas at any time.



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