**Guideline and Recommendations for Language Conversation Groups**

* Meet-ups recommended for Adults (18 and over)
* Our primary commitment is to provide participants of similar interests an inclusive platform to learn and meet one another.
* Respect others’ right to hold opinions and beliefs that differ from your own.
* ****Be courteous. Do not interrupt or engage in private conversations while others are speaking.
* Be respectful and patient with other participants as participants may be at different language-specific levels in communication.
* Engage in introductions to familiarize with the group with active and new participants.
* Set expectations for the purpose of each group meeting.
* ***Notify CWAC with date, time, and location for confirmation.***
* Promote the event via email/social media.
	+ As CWAC will promote your event, please share our event to your timeline rather than creating your own event. We will tag and notify you once it goes live.
* If you have any questions or feedback, notify the group leader or CWAC.

**Recommendations for Group Leaders:**

* + Plan ahead of time for your event to make sure date, time, and location is confirmed; for location, call in advance at event location to make sure that space will not be limited
	+ Keep tabs on headcount estimates and collect general contact information (ex. Google Forms, Microsoft Excel)
	+ Collaborate with other language-related organizations in the area to attract interested participants
	+ Attend CWAC ‘New Member Info Sessions’ to educate new members on conversation group meeting times and opportunities. CWAC will contact you as new sessions are announced.
	+ Plan at least one meeting a month to keep group active
	+ Have holiday-related meet-ups

*For questions or comments, contact* *programs@columbiaworldaffairs.org* *or call us at 803) 252-2197. You may reach Executive Director Dickson Monk at dmonk@columbiaworldaffairs.org*