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GUIDEBOOK

THE ADVICE PLANNING FOR LOCAL ASSEMBLY OF LGTBIQ+

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WORK PACKAGE N° 4 - WORK FOR LGBTQ+ AND NON-LGBTIQ+ YOUTH

This Guide created in the frame of the project
“ONLINE ACTION PROTOCOLS TO COMBAT HATE AND DISCRIMINATION
AGAINST THE LGTBIQ+ COMMUNITY”

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01 | INTRODUCTION

BACKGROUND

The Guidebook is one of the educational resources created within the project “ONLINE ACTION PROTOCOLS TO COMBAT HATE AND DISCRIMINATION AGAINST THE LGTBIQ+ COMMUNITY” and realised by a partnership consisting of the following organisations: ADEFIS JUVENTUD INTERNACIONAL (Spain), European Centre for Human Rights (France), NGO Misto Aktivnyh Gromadan (Ukraine), CDC Luxembourg, Institute for Development of Training and Mobility (Bulgarie), and funded by the European Commission's Erasmus+ KA220 programme (Project Ref. No: 2023-2-ES02-KA220-YOU-000174264)

The aim of the project is to combat hate speech and online discrimination targeting the LGBTQ+ community by fostering awareness, promoting inclusivity, and empowering young people to become active advocates for equality and non-discrimination. It seeks to develop effective resources and actionable protocols that youth workers can implement, creating a ripple effect to inspire broader social change.

The purpose of the Guidebook is to provide practical support and guidance for members and other stakeholders interested in planning a Local Assembly of LGTBIQ+ young people. It outlines key objectives, including the development of agendas, action plans, and strategies for effective cooperation. The guide is designed to be a comprehensive resource, combining practical advice with best practices, and is published to empower youth organizations and their allies in fostering inclusivity and engagement.





WHAT ARE LOCAL ASSEMBLIES AND THEIR PURPOSE?

Local Assemblies are structured gatherings that bring together young people, youth workers, educators, and community stakeholders to address shared challenges and foster dialogue. Specifically tailored to the LGBTQI+ community, these assemblies aim to create safe and inclusive spaces for open communication, mutual learning, and collective action.

The primary purpose of Local Assemblies is to combat discrimination and hate speech by empowering participants to advocate for equality and inclusivity. They serve as platforms for building awareness, developing strategies for local-level advocacy, and fostering connections within and beyond the LGBTQI+ community. By uniting diverse voices, Local Assemblies work toward creating a more equitable and supportive environment for all individuals, irrespective of their identity.



WHO THIS GUIDEBOOK IS FOR

This guide is intended for individuals and organizations working to support LGBTIQ+ youth and communities. Whether you are a youth worker, educator, community organizer, or advocate, this resource equips you with actionable insights to organize impactful assemblies. It is also suitable for those seeking to strengthen their skills in fostering inclusivity and addressing discrimination, both online and offline.

HOW TO USE THIS GUIDEBOOK

The guide is structured to provide clear, step-by-step instructions for planning, organizing, and facilitating Local Assemblies. Each section builds upon the previous one, offering practical advice, templates, and examples to ensure a successful event. Whether you're organizing your first assembly or refining your approach, this resource can be used as a comprehensive reference or tailored to specific needs.

Before delving into the guide, we recommend familiarizing yourself with the "**Reach and Teach Toolkit Towards Combating LGBTIQ+ Hate Speech Online.**" This toolkit offers valuable insights into the challenges posed by online anti-LGBTIQ+ hate speech and equips youth educators and workers with effective methods to address it. Built on extensive research and best practices, it serves as an essential resource for understanding the issue and fostering empathy, motivation, and actionable strategies for combating discrimination. Exploring this toolkit will provide a strong foundation for implementing the advice outlined in this guide.

Feel free to adapt the guidance to suit your context while keeping inclusivity and community engagement at the core.





02 | FOUNDATIONS OF ASSEMBLY PLANNING

- **Clarifying Goals and Impact:** Establishing clear intentions and expected outcomes.
- **Understanding the Audience:** Identifying participant demographics and needs.
- **Building Partnerships:** Collaborating with allies, stakeholders, and sponsors.



CLARIFYING GOALS AND IMPACT

When planning a Local Assembly for LGBTIQ+ youth, it is crucial to define clear goals that address the needs of the community and ensure a meaningful impact. Additionally, understanding the local context is essential—this includes identifying key challenges, assessing the readiness of youth to engage in dialogue, and recognizing ongoing efforts by activists to combat hate speech and discrimination.

The Role of Assemblies

We view assemblies as more than just a platform for discussion. They serve as a catalyst for action, providing opportunities for youth to:

- Express themselves and be heard;
- Connect with like-minded individuals who share common values;
- Build partnerships between youth, organizations, and the broader community;
- Generate and implement collective ideas with the necessary support.

Assemblies foster trust and mutual support among youth and within the community at large. They empower young people to become active agents of change, enabling the realization of initiatives that positively transform their communities.

By setting clear expectations and aligning them with these broader goals, organizers can ensure that each assembly becomes a stepping stone toward impactful and lasting change.



UNDERSTANDING THE AUDIENCE

Why is it important to understand your audience?

The success of an assembly depends on how well organizers understand its purpose (as discussed earlier in establishing clear intentions) and for whom it is being created. During our meetings with community leaders, a common point emerged: just because someone participates in a Pride march in Kyiv doesn't necessarily mean they would join an identical march in their small local community. Why is this? Answering this question requires an in-depth exploration of your audience. Every audience is unique, shaped by its local context and community dynamics.

Key Information About the Audience

To design an impactful assembly, organizers need to understand the following about their participants:

- **Basic demographics:** Age, geographical background, gender identity, and sexual orientation.
- **Awareness level:** Knowledge and understanding of issues related to the LGBTIQ+ community.
- **Needs analysis:** Do participants require basic information or more in-depth insights?
- **Motivation:** What drives them to participate in the assembly? (e.g., personal experiences, a desire to help, or a commitment to creating change).

What does understanding the audience achieve?

- Ensures that the assembly aligns with participants' needs and motivations.
- Enables organizers to tailor the content in advance to maximize its relevance.
- Promotes higher engagement and inclusivity.
- Transforms the assembly into an effective tool for creating change.



Who should be included in the assemblies?

A diverse range of participants can enhance the assembly's impact:

- **Young people aged 18-26:** Including both LGBTIQ+ and non-LGBTIQ+ individuals, fostering dialogue and solidarity across diverse groups.
- **Youth workers:** Representatives of local and national youth NGOs, clubs, and groups working with LGBTIQ+ communities, as well as organizations offering non-formal education and support to young people.
- **Local institutions:** Public and non-governmental organizations, media outlets, and institutions that promote inclusion and human rights. This includes organizations working with refugees (especially given the ongoing refugee crisis) and those supporting Ukrainian refugees.

By bringing together these diverse groups, assemblies can create a platform for dialogue, foster partnerships, and inspire collaborative actions that lead to meaningful and sustainable change.

Each Assembly will bring together at least 10 LGBTQI young people with diverse backgrounds, 10 youth workers, and 3 representatives of local institutions relevant to youth matters

BUILDING PARTNERSHIPS

Effective organization of an assembly for LGBTIQ+ youth requires leveraging resources, expertise, and support. Partnerships with various stakeholders enable:

- **Utilizing expertise:** Partners with experience in relevant issues are an invaluable resource.
- **Enhancing impact:** Engaging broader audiences, expanding communication campaigns, and opening opportunities for collaboration.
- **Securing resources:** Material, financial, technical, or human support to meet organizational needs.



→ **Strengthening trust:** Backing from reputable organizations adds credibility and authority to the event.

Building strong partnerships helps create a larger, more impactful event, attract additional resources, and ensure a lasting positive effect for the community.

Steps to Build Effective Partnerships for Assemblies:

1. Identify Potential Partners.

Research organizations, institutions, and individuals whose goals align with your assembly's mission. Prioritize those with expertise, resources, and established connections in the field of LGBTIQ+ advocacy.

2. Establish Clear Objectives.

Clearly define the purpose and goals of the partnership. Demonstrate how the collaboration will benefit both parties and contribute to the success of the assembly.

3. Maintain Open Communication.

Build transparent and regular communication channels to ensure mutual understanding and trust. Share updates, progress, and key milestones throughout the planning process.

4. Create Opportunities for Mutual Contribution.

Encourage active involvement of partners in various aspects of the assembly, such as content creation, workshops, or outreach campaigns. Highlight their contributions to foster long-term cooperation and engagement.

By following these steps, organizers can cultivate meaningful partnerships that amplify the assembly's reach, impact, and sustainability.





03 | DESIGNING AN INCLUSIVE ASSEMBLY FRAMEWORK

- **Creating a Flexible Agenda:** Structuring sessions to accommodate diverse needs and topics.
- **Incorporating Core Themes:** Identifying relevant issues and discussion points for impactful outcomes.
- **Choosing the Right Format:** Offline or Online
- **Recommendations for Venue Selection**

CREATING A FLEXIBLE AGENDA

A flexible plan allows organizers to address the diverse needs and interests of participants, ensuring inclusivity and engagement across all groups. It creates favorable conditions for meaningful participation by everyone involved.

Key Principles for Developing a Flexible Plan

Diversity	During the planning stage, include topics that reflect the interests of the LGBTQ+ community, based on thorough research
Balance	Alternate between lecture-style informational sessions and interactive activities. This approach prevents participant fatigue and maintains their interest throughout the event.
Relevance	Keep the objectives of the assembly in mind. The content should be directly aligned with the desired outcomes and goals
Adaptability	Allow time for open communication and discussions, have a backup plan ready, and be prepared to implement it if there is a clear demand from the audience.

A flexible plan and inclusive structure foster an environment where every participant feels valued and involved. Under such conditions, effective interaction among participants is ensured, leading to practical outcomes that can be implemented later. Participants' ideas will be infused with creativity and viability, and their experience in the assembly will inspire further participation and commitment to combating hate speech and discrimination.



INCORPORATING CORE THEMES

It is crucial that the topics discussed during the assembly resonate with the participants. This is why we emphasized in the previous section the importance of understanding the audience, their experiences, and their needs. Including relevant topics in the assembly program ensures:

- **Focus on key issues** that matter most to participants.
- **Effectiveness of discussions**, aimed at addressing specific challenges.
- **Real impact**, providing participants with valuable knowledge and actionable tools.

To identify which topics will be most relevant for participants, it is important to conduct a **needs assessment**. Carry out surveys or preliminary discussions with participants to understand their interests and challenges. Take into account current trends and issues faced by the LGBTIQ+ community.

Involving experts can elevate the quality and professionalism of the assembly. Consult with activists, psychologists, lawyers, or other professionals to identify pressing topics.

Focus on practical outcomes, as the topics should not only inform but also offer tangible solutions to the challenges at hand.

The Assemblies aim to empower LGBTIQ+ and non-LGBTIQ+ youth, educators, workers, and other stakeholders to collaboratively develop and implement actionable plans to counter hate speech. To ensure equal participation, facilitators should focus on fostering a supportive and inclusive group dynamic from the start



There are the recommended Incorporating Core Themes

→ Day 1: Building Trust and Collaboration

- ◆ Focus on fostering an inclusive and supportive group dynamic.
- ◆ Establish trust and positive relationships among participants, regardless of age, background, or profession.
- ◆ Lay the groundwork for meaningful and equal collaboration.

→ Day 2: Understanding Hate Speech

- ◆ Explore the roots and societal impact of anti-LGBTIQ+ hate speech.
- ◆ Analyze real-world cases to identify narratives and challenges faced by LGBTIQ+ youth.
- ◆ Develop a shared understanding to inform actionable strategies.

→ Day 3: Action Planning and Implementation

- ◆ Design community-focused strategies to combat hate speech.
- ◆ Ensure all plans are participatory and inclusive.
- ◆ Establish clear steps for implementation, fostering long-term impact.

This structured approach ensures the Assembly balances learning, collaboration, and tangible outcomes.

CHOOSING THE RIGHT FORMAT

The format of the assembly—whether offline, online, or hybrid—should be chosen based on accessibility, resources, and the preferences of participants.



Category	Offline Format	Online Format	Hybrid Format
Space Requirements	Requires a physical venue (e.g., conference room, community center).	No physical space needed. Participants join from their own locations.	Requires both a physical venue and online setup for remote attendees.
Technical Needs	Minimal: Projector, microphone, and sound system may be needed.	Stable internet connection, video conferencing platform, and good audio/video quality are essential.	Combination: Reliable internet for streaming and in-room technology for presentations.
Participant Engagement	High engagement through face-to-face interactions and group dynamics.	Engagement depends on interactive tools: polls, breakout rooms	Balances in-person and remote work but needs extra facilitation
Accessibility	May exclude participants unable to travel to the location.	Accessible to a wider audience, including those unable to travel.	Inclusive of both local and remote youth, but may require careful planning to ensure equal access.
Costs	Venue rental, catering, and printed materials add to expenses.	Lower costs (no venue or travel)	Costs are higher due to combined needs
Networking Opportunities	Strong opportunities for informal networking and personal connections.	Limited to virtual networking options (e.g., chat rooms, virtual meet-ups).	Combines in-person networking with virtual opportunities but can feel segmented.
Logistics	<ul style="list-style-type: none"> on-site setup, catering, transportation 	<ul style="list-style-type: none"> digital tools and technical support 	<ul style="list-style-type: none"> offline planning online elements

This table helps outline the advantages and considerations of each format, guiding organizers to choose the most suitable option based on their goals, resources, and participant needs.



RECOMMENDATIONS FOR VENUE SELECTION

For the offline format of the assembly please follow recommendations:

- **Accessibility:** Ensure the venue is wheelchair-accessible, has gender-inclusive restrooms, and is easy to reach via public transport.
- **Safety:** Confirm the venue is safe for LGBTIQ+ participants and welcoming to all. In countries like Ukraine, ensure the location has access to a shelter in case of emergencies.
- **Capacity:** Provide enough seating and space for comfortable group work.
- **Comfort:** Choose a well-lit and ventilated space equipped with essential facilities like Wi-Fi, projectors, and audio-visual systems.
- **Refreshments:** Arrange water and light snacks or inform participants of nearby options to purchase drinks and food.
- **Security Compliance:** Ensure the venue meets current safety regulations for your country.

If you choose an online format, you will need user-friendly platforms. We recommend [Zoom](#) or [Google Meet](#) for hosting sessions. For visualizing discussions, consider using collaborative tools like [Figma](#) or [Canva](#) to enhance engagement and creativity.





04 | OUTREACH AND PROMOTION STRATEGIES

- **Crafting Effective Communication Plans:** Reaching your target audience with clear and inclusive messaging.
- **Engaging Young People in Planning:** Encouraging active involvement from youth in shaping the assembly.
- **Leveraging Digital Platforms:** Maximizing social media and media tools for visibility and engagement.



CRAFTING EFFECTIVE COMMUNICATION

To create effective informational materials, it's important to plan ahead: think about how, through which channels, where, and when the information will be presented. Consider the following:

1. Goals and Expected Outcomes

Communication is never done without a purpose. It is carried out with specific goals and expected outcomes in mind. Reflect on what you aim to achieve through your publication: a certain number of likes and views, clicks to your page, shares, comments, or registrations.

2. Key Message and Message Box

Key Message: This is the central idea, the most important takeaway you want your audience to remember. Analyze what your audience already knows and what you want them to learn. This will help you craft a clear and impactful core message.

Message Box: A tool to coordinate your main messages. It's helpful to have prepared answers to frequently asked questions from your audience so you can respond quickly and constructively.

3. Channels of Interaction

Identify the media your target audience uses. Where do they get their information? Who influences their opinions? If it's social media, determine which platforms they frequent and whom they follow.

Evaluate which of these channels your team already uses and which ones need to be explored further. Consider what resources are required to establish a presence on new channels.

4. Purpose of the Publication

What is the message embedded in your post, publication, video, or report? Who is the target audience? What emotion should this content evoke? Answering these questions will help you define the purpose of your publication.



5. Monitoring and Analysis

Regularly track whether you are achieving the expected results and if your communication efforts align with your goals. Adjust your approach as needed to improve outcomes.

A well-thought-out communication plan, clear key messages, a coordinated message box, appropriately chosen channels, and a clear understanding of the purpose of each publication will help you engage your target audience effectively and foster meaningful interaction.

ENGAGING YOUNG PEOPLE IN PLANNING

Nothing for Youth Without Youth

Engaging young people in the planning and formation of an assembly is essential for creating a modern, innovative, and inclusive event. Young people have a unique perspective on current issues and challenges, and their involvement can significantly enhance the quality and relevance of the event.

How to Ensure Youth Engagement:

→ Open Meetings or Online Idea Collection

Organize open discussions or brainstorming sessions where young people can share their ideas. It's important to create a safe space where every opinion is heard and valued.

Offer opportunities for anonymous suggestions through online forms to include those who may feel shy about speaking up.

→ Interactive Participation Formats

Think about what would be interesting for young people. For example, host a contest to create the visual style for the assembly.



→ Online Platforms

Use tools like Telegram, WhatsApp, Instagram, or Google Workspace to coordinate ideas and discussions.

→ Roles for Youth Within the Assembly

Involve young people in the organizing team and assign them responsibility for specific parts of the program, such as managing musical interludes during breaks. Provide opportunities for them to deliver speeches or moderate certain sessions.

→ Promoting the Assembly

It's powerful when youth speak about an assembly designed for youth. Encourage them to create content, manage social media pages, and establish communication partnerships—all areas where their involvement will be invaluable.

When involving young people in planning the assembly, ensure a safe environment for everyone, regardless of their experience or status.

LEVERAGING DIGITAL PLATFORMS

Using digital platforms is a key to visibility and engagement for your LGBTQ+ Assembly. Social media and other media tools enable you to reach a broad audience, attract new participants, and build a strong community around your event.

To maximize the effectiveness of each platform, it's crucial to understand their unique features:

- **Instagram:** Ideal for visually appealing posts, stories, Reels, and advertisements. It works particularly well for engaging younger audiences.
- **TikTok:** Create short, creative videos to captivate a young audience.
- **Facebook:** Suited for older audiences and organizing events using the



“Events” feature.

- **Twitter:** Great for quickly disseminating information, fostering discussions, and launching hashtags. We can delete this part X is not support the LGBT Rights
- **Telegram:** Useful for creating groups and channels for communication and news sharing.
- **YouTube:** Best for longer videos, promotional clips, and event live streams.

In Ukraine, Instagram is particularly popular among users aged 13–18, with its peak audience being 22-year-olds. Additionally, women outnumber men on Instagram and Facebook in Ukraine, whereas globally, men dominate both platforms.

Creating Engaging Content for Social Media

To attract and engage your audience, it's essential to produce diverse and interesting content formats:

- **Short Videos:** Include speaker invitations, event teasers, or behind-the-scenes footage of preparations.
- **Informative Posts:** Share event schedules, infographics, and visually appealing posters. Graphics have taken on a new level of importance in social media communication.
- **Stories:** Plan and produce well-thought-out stories with scripts and multiple takes if necessary, rather than relying on spontaneous shots.
- **Memes:** Memes are a highly creative way to engage your audience through humor and trending topics.

A unique style, inclusive language, and recognizable event design are equally important, no matter which platform you choose for communication with your target audience. Combining these elements ensures that your assembly not only attracts attention but also fosters meaningful connections within the LGBTQ+ community.





05 | PREPARING FOR A SUCCESSFUL ASSEMBLY

- **Participant Onboarding:** Registration forms, confirmation processes, and communication protocols.
- **Data Protection and Privacy:** Safeguarding participants' personal information.
- **Technical and Material Readiness:** Ensuring necessary tools, materials, and technology are in place.
- **Pre-Event Communication:** Establishing clear expectations and providing preparatory resources.



PARTICIPANT ONBOARDING

An effective participant onboarding process for an assembly involves a straightforward registration system and transparent confirmation of participation. Follow these tips to streamline the process:

Participant Registration

Create and share a registration form on a platform like [Google Forms](#) or [Microsoft Forms](#). Ensure the form includes the following fields:

- Full Name
- Contact Information (email, phone)
- Organization
- City
- Participant Needs: accessibility, translation, specific requirements (e.g., vegan menu)
- Interests: topics or sessions of greatest interest
- Motivation for participating in the event
- Consent for photo/video usage

In the form description, clearly specify when participants can expect to receive a confirmation of their participation.

Confirmation Process

- **Participant Selection:** Review applications based on criteria such as age restrictions and motivation.
- **Confirmation Email:** Send a confirmation email that includes:
 - ◆ Date, time, location, or link to the online event
 - ◆ A tentative event program
 - ◆ A link to a communication group or chat for information sharing and updates. Use a platform preferred by your participants, and remember that joining the chat should remain voluntary.
 - ◆ Contact details of an organizer for any clarifications.



On-Site Registration

Set up a registration desk at the assembly where participants can confirm their attendance. Prepare a printed registration list in advance for efficiency.

Inclusive Communication

Both before and during the event, prioritize inclusive and non-discriminatory language:

- Use feminine forms of titles and professions where applicable.
- Pay attention to the pronouns individuals use for themselves and address them accordingly.
- If unsure how to address someone, always ask politely.

By ensuring inclusivity and clear communication, you create a welcoming environment for all participants.



DATA PROTECTION AND PRIVACY

In Ukraine, personal data protection is regulated by the Law of Ukraine "On Personal Data Protection" (No. 2297-VI). This law specifies how personal data must be collected, stored, and processed, ensuring their confidentiality



and security. Below are two key aspects concerning the protection of participants' data during events:

1. **Voluntary Consent**

Participants must provide explicit consent for their personal data to be processed. This consent can be obtained through a checkbox in the registration form or a signed document. A clear statement such as the following should be included:

"I consent to the processing of my personal data in accordance with the Law of Ukraine 'On Personal Data Protection' for participation in the event."

2. **Data Minimization**

Collect only the data necessary for organizing the assembly: name, surname, contact information (email or phone), city/town, and organization.

In Europe Personal data protection is governed by the **General Data Protection Regulation (GDPR)**, which applies across all EU member states and influences data protection policies worldwide. GDPR emphasizes:

1. **Informed Consent**

Data subjects must be fully informed about why their data is being collected, how it will be used, and who will have access to it. Consent must be explicit, specific, and freely given.

2. **Data Minimization and Purpose Limitation**

Only collect data strictly necessary for the intended purpose. For instance, for event participants, you may require their name, email address, and dietary preferences but should avoid collecting excessive details unless essential.

3. **Rights of Data Subjects**

Participants have the right to access, correct, or request the deletion of their data. They must also be informed about how to exercise these rights.

By adhering to the **Law of Ukraine "On Personal Data Protection"** and **GDPR** requirements, you ensure compliance and build trust with participants, fostering a secure and respectful event environment.



TECHNICAL AND MATERIAL READINESS

To effectively prepare for an event, keep in mind that its duration is 2 hours. What materials or other items might participants need during this time?

Here's a suggested list (for an offline event):

- Directional signs to guide participants to the venue.
- Registration forms for participant check-in.
- Water, tea, coffee, and snacks (light refreshments to accompany drinks). You can ask participants to bring their own reusable mugs to reduce the use of disposable plastic cups.
- Notepaper and pens for taking notes.
- Flipcharts, flipchart paper, and markers for group work or presentations.
- Name badges or sticky labels so everyone can write their name.
- Additional materials depending on the event's content and purpose.
- Equipment such as a projector, screen, chairs, and possibly tables, as needed.

If the event will be held online, consider the following:

- Reliable and stable internet connection.
- A meeting link and clear instructions for participants on how to register and join via the chosen platform.
- A technical assistant to help resolve any technical issues that arise.
- Online collaboration tools (such as virtual whiteboards) and a guide for participants on how to use them.





06 | HOSTING THE ASSEMBLY

- **Creating a Safe and Inclusive Environment:** Setting ground rules and fostering respect.
- **Sample Agenda and Activities:** Suggestions for structuring sessions and keeping participants engaged.
- **Facilitation and Interaction Techniques:** Methods for encouraging participation and managing group dynamics.



CREATING A SAFE AND INCLUSIVE ENVIRONMENT

Establishing a safe and inclusive environment is essential for any assembly, particularly one that supports LGBTQ+ youth. Start by collaboratively creating **ground rules** with participants to ensure mutual respect and understanding. Ground rules can include agreements such as using inclusive language, listening without interrupting, and respecting diverse perspectives and identities.

You can propose some of the following:

- Address everyone by their chosen name and pronouns.
- Share only what you feel comfortable sharing. Respect confidentiality—what is shared here stays here.
- Avoid judgment and refrain from making generalizations.
- Speak from your own experience using “I” statements.
- Show care and support for others in the group.
- Follow the agreed guidelines for photo and video recording.

These rules can help create a respectful and inclusive environment for all participants.

It's also important to designate a **safe space** where participants can step away if they feel overwhelmed or need a moment to recharge. Ensure that facilitators and staff are approachable, trained in sensitivity, and ready to address any breaches of the ground rules calmly and constructively.

SAMPLE AGENDA AND ACTIVITIES

To help achieve the goals and objectives of the Local Youth Assemblies LGBTQI+, we recommend using the following meeting programme. While you can adapt it to suit your specific context and experience, the overall structure should remain consistent. This programme is suitable for both online and in-person meetings. The methodology will be explained in detail in the following sections.



Time	Activity	Description
Meeting 1. Building Trust and Collaboration <i>Objective: Establish a safe, inclusive environment and build trust among participants.</i>		
25 min	Welcome and Introductions	<ul style="list-style-type: none"> Welcome speech from organizers. Overview of the assembly's purpose and goals Icebreaker activity: Participants share their names, pronouns, and a fun fact or Using associative cards Team Building activity in a group "5 common facts"
15 min	Ground Rules	Collaboratively establish group agreements for respectful communication and inclusivity You can use method "1, 2, 4... all"
25 min	Trust-Building Activity	Activity: "Identity Circles" – Participants reflect on their identities and share what makes them feel seen and valued with the ball of thread
35 min	Open Dialogue: Inclusivity and Collaboration	<ul style="list-style-type: none"> Discussion in group: What does inclusivity mean to each participant? Share examples of positive collaboration from personal or professional experiences. Presentation of the group work
20 min	Reflection	<ul style="list-style-type: none"> What was the most meaningful or surprising insight you gained from today's discussions or activities? How did today's session help you feel more connected to the group or understand others' perspectives? What can we do as a group to continue fostering trust and inclusivity in the upcoming sessions? <p><i>You can also use different cards, for example "Emotions" to reflect the emotion of this meeting. Or other associative cards</i></p>



Meeting 2: Understanding Hate Speech <i>Objective: Deepen understanding of hate speech, its roots, and its impact on the LGBTIQ+ community.</i>		
10 min	Recap and Check-In	Quick reflection on the previous meeting
30 min	Interactive Presentation: What Is Hate Speech?	<ul style="list-style-type: none"> ● Define hate speech and explore its origins, focusing on anti-LGBTIQ+ discrimination. ● Share examples of hate speech in various contexts (online, media, schools).
30 min	Case Study Analysis	<ul style="list-style-type: none"> ● Small group activity - analyze real-world cases of hate speech against LGBTIQ+ individuals (using collage). ● Discussion. Identify key narratives and systemic challenges.
30 min	Facilitated Discussion: Impact of Hate Speech	<ul style="list-style-type: none"> ● Discuss the emotional and societal impact of hate speech. ● Share personal experiences (if participants feel comfortable) and identify patterns.
20 min	Reflection	<ul style="list-style-type: none"> ● What new understanding or insight did you gain about hate speech and its impact on the LGBTIQ+ community today? ● How did analyzing real-world cases help you recognize the challenges faced by LGBTIQ+ individuals? ● What strategies or actions do you think are most important to address hate speech in your community?
Meeting 3: Action Planning and Implementation <i>Objective: Develop strategies and actionable steps to combat hate speech locally.</i>		
10 min	Check-In and Energizer	Quick activity to energize participants and revisit the goals



20 min	Visioning Exercise: A Hate-Free Community	<ul style="list-style-type: none"> ● Brainstorm: What does a hate-free community look like? ● Identify key areas to address locally
60 min	Action Planning Workshop	<ul style="list-style-type: none"> ● Divide into smaller groups based on interests (e.g., advocacy, education, social media). ● Develop specific, actionable plans for combating hate speech (e.g., campaigns, workshops, policy proposals). ● Present plans to the larger group for feedback and refinement.
20 min	Next Steps and Commitment	<ul style="list-style-type: none"> ● Discuss how participants can support and implement their plans. ● Encourage ongoing collaboration and designate follow-up roles or tasks.
20 min	Closing Reflection	<p>Share final thoughts and commit to actions moving forward</p> <ul style="list-style-type: none"> ● What challenges or opportunities did you identify while creating strategies to combat hate speech? ● How do you feel your action plan will make a positive impact in your community? ● What support or resources do you think are necessary to successfully implement your plan?

This is just one example of how the programme can be structured. You are encouraged to incorporate your own activities and experiences. In the following sections, we will introduce additional facilitation methods that may be helpful.



FACILITATION AND INTERACTION TECHNIQUES:

Facilitation techniques play a vital role in creating a productive and engaging environment. Here are some approaches especially suitable for an LGBTQ+ youth assembly:

1. **Active Listening.** Show genuine interest in participants' contributions. Summarize key points to ensure understanding and validate diverse viewpoints.
2. **Small Group Discussions.** Divide participants into smaller groups to discuss topics more comfortably. This fosters collaboration and makes it easier for quieter individuals to engage.
3. **World Café Method.** Create stations with different themes or questions. Participants rotate between stations, contributing to discussions at each one. This approach promotes creative dialogue and broad participation.
4. **Fishbowl Technique.** Form an inner circle of participants who actively discuss a topic while others observe. Observers can rotate into the discussion circle, ensuring dynamic participation while keeping the focus manageable.
5. **Storytelling.** Encourage participants to share personal experiences related to the assembly's themes. Stories build empathy, create connections, and amplify underrepresented voices.
6. **Non-Verbal Activities.** Include creative methods like brainstorming on sticky notes, drawing, or using visual metaphors to allow expression beyond spoken words, which can be especially meaningful in diverse groups.

Lastly, establish a **feedback loop** throughout the event by checking in with participants. Ask open-ended questions like, "What's working for you so far?" or "How can we improve your experience?" This shows commitment to inclusivity and responsiveness.

You can find more effective tools and methods in the "**Reach and Teach Toolkit: Towards Combating LGBTIQ+ Hate Speech Online**"





07 | POST-ASSEMBLY ACTION PLANNING

- **Sample Identifying Key Takeaways:** Summarizing insights and areas for future focus.
- **Developing Concrete Strategies:** Turning discussions into actionable goals and initiatives.
- **Empowering Participants for Change:** Encouraging continued engagement and leadership.



IDENTIFYING KEY TAKEAWAYS

Reflecting on the assembly's outcomes is critical for capturing its impact and paving the way for meaningful change. This stage involves summarizing the most significant insights, identifying priority areas, and recognizing opportunities for further action. Participants should collectively examine key themes that emerged during discussions, such as challenges facing the LGBTQ+ community, effective advocacy approaches, and ideas for fostering inclusivity.

One practical approach is to organize a debrief session where participants can share their reflections on what resonated most. Facilitators can use guiding questions, such as: *What challenges stood out as the most urgent? Which solutions seemed the most promising? What areas require more attention or resources?* These reflections can be documented in a shared format—such as a report, infographic, or presentation—to ensure clarity and alignment among all stakeholders.

By identifying and summarizing takeaways, participants and organizers create a clear focus for future efforts. This step ensures that the assembly's outcomes are not only recorded but also serve as a foundation for actionable next steps, aligning with the project's broader goal of combating hate speech and discrimination through awareness and advocacy.

DEVELOPING CONCRETE STRATEGIES

Turning discussions into actionable goals is the next critical step in post-assembly planning. Concrete strategies ensure that the ideas and insights gathered during the assembly lead to tangible results. This process involves translating identified challenges and opportunities into clear, specific initiatives that can be implemented within the community.



To achieve this, participants can work collaboratively to set priorities using frameworks like **SMART (Specific, Measurable, Achievable, Relevant, and Time-bound)** goals. For instance, if the assembly identified a need for safer online spaces, a concrete strategy might involve launching a community-driven campaign to promote inclusive language on social media or developing a local guide to countering hate speech. Other examples could include creating support networks for LGBTQ+ youth, organizing educational workshops for schools, or partnering with local organizations to amplify advocacy efforts.

Facilitators play a key role in guiding participants to break down broad objectives into manageable steps, identify necessary resources, and assign roles and responsibilities. Strategy development is not just about planning; it's about fostering a sense of collective ownership and ensuring that every participant sees their role in bringing these initiatives to life.

EMPOWERING PARTICIPANTS FOR CHANGE

The success of any post-assembly action plan hinges on empowering participants to take the lead in implementing change. This involves providing them with the tools, skills, and support needed to sustain engagement and foster leadership within their communities.

Empowerment begins by building participants' confidence in their ability to drive change. Organizers can offer capacity-building sessions on topics such as advocacy techniques, project management, or effective communication. These trainings equip participants to lead initiatives, whether it's organizing awareness campaigns, hosting workshops, or building partnerships with local stakeholders.

Additionally, fostering a sense of community and ongoing collaboration is essential. Create opportunities for participants to stay connected, such as forming online groups or organizing periodic check-ins. Recognizing individual contributions and celebrating small wins can further motivate participants and strengthen their commitment to the cause.



Encouragement to lead must be paired with practical support. Providing resources like templates for action plans, funding opportunities, or access to mentors ensures that participants have the tools they need to succeed. Empowered participants are not only more likely to take meaningful action but also inspire others, amplifying the impact of the assembly and contributing to a ripple effect of positive change aligned with the project's goals





08 | EVALUATION AND REPORTING

- **Assessing Effectiveness:** Tools and methods for measuring outcomes.
- **Participant Feedback Mechanisms:** Gathering input to improve future assemblies.
- **Creating Comprehensive Reports:** Templates and tips for documenting results and sharing successes.



ASSESSING EFFECTIVENESS

At the beginning of this guidebook, we emphasized the importance of setting clear goals to guide the organization of the assembly. Now, it's time to assess whether we have achieved those goals.

Additionally, effective evaluation allows us to determine how successful the assembly was and to identify areas for improvement in the future.

Methods we recommend for evaluation include:

- **Quantitative Method.** Count the number of participants reached through the communication campaign, the number of attendees interested in joining the assembly, the number of partners involved, and other measurable outcomes.
- **Pre- and Post-Event Surveys.** Conduct surveys with participants before and after the assembly to evaluate changes in knowledge, attitudes, or skills. This can be done using online survey platforms such as Google Forms or Microsoft Forms.
- **Analysis of Comments and Feedback During Sessions and Reflections.** We recommend conducting reflection sessions at the end of each day to gauge the overall mood of the group, assess whether expectations have been met, and adjust the program if necessary. Additionally, at the end of the assembly, we suggest organizing an internal team reflection to gather feedback from each team member and analyze the assembly's strengths and weaknesses.

This multi-faceted approach to evaluation not only provides insights into the assembly's effectiveness but also helps build a stronger foundation for future initiatives.



PARTICIPANT FEEDBACK MECHANISMS

We have already mentioned the importance of conducting daily reflection sessions at the end of each day. What is the value of these reflections for you as organizers?

First, they allow you to gauge the overall satisfaction or dissatisfaction of the group. Second, they enable you to adjust certain organizational or programmatic aspects as needed. Third, they teach participants the skill of self-reflection, which is highly valuable.

As organizers, it is essential to remember that feedback is incredibly valuable, but it is not a direct evaluation of your work. Feedback should be critically analyzed, and conclusions should be drawn about what should be taken into account and what can be disregarded.

What contributes to conducting quality reflection sessions?

- **Clear and understandable questions.** Examples: *What was most valuable to you today? What thoughts are you left with after today's sessions?*
- **Using metaphorical cards.** The facilitator lays out metaphorical cards and asks participants to choose one that best describes their current state or emotions. Participants then take turns explaining why they chose a particular card.
- **Using emotion cards.** Provide cards with various emotions labeled on them and ask participants to select the one that best reflects their day or current state.
- **Other interactive methods** that foster creativity and engagement, allowing participants to express their feelings and experiences.

Incorporating these methods not only enriches the feedback process but also ensures that participants feel heard and involved in shaping the success of the assembly.



CREATING COMPREHENSIVE REPORTS

We now come to what might be considered a less exciting, yet highly important part of any project—the report. A comprehensive report serves to summarize outcomes, highlight key achievements, demonstrate impact to donors, partners, and other stakeholders, and incorporate lessons learned to improve future initiatives.

We strongly recommend familiarizing yourself with the report template during the planning phase of the assembly. This will significantly simplify the work required at the reporting stage.

A thorough report requires the inclusion of supporting documents, such as:

- Signed participant list
- Agenda and accompanying documents
- Photos

Be sure to prepare these documents in advance. Assign someone to take photos and ensure their quality adequately represents the event. Proper preparation not only eases the reporting process but also helps you effectively communicate the assembly's successes and impact





09 | CLOSING REFLECTIONS

- **Celebrating Progress:** Highlighting achievements and milestones.
- **Sustaining Momentum:** Strategies for long-term impact and continued community building.



CELEBRATING PROGRESS

Celebrating progress and outcomes is crucial both for the team as a unified mechanism and for each individual member. Celebrations can be a powerful source of internal motivation, recognition, and self-esteem.

Here's what works well and we recommend you implement:

- **Impressive statistics.** Gather all the data on the number of people engaged, the number of ideas generated, the number of partnerships formed, etc., and create visual materials. This will allow your team to take pride in their work and inform the community about the results you've achieved. What if you're just starting out, and the numbers aren't particularly impressive? Still, take pride in what you've done! Even the small numbers would not exist without your involvement.
- **Public recognition.** Thank the participants, volunteers, partners, and sponsors. A simple "thank you" is very important!
- **Closing event.** Organize an event where the results will be presented: speeches, presentations, videos. Invite all participants, partners, and sponsors.
- **Success stories on social media.** Share your success stories to inspire others and highlight the impact you've made.
- **Final team reflection of gratitude.** Recognize the importance of each person's contribution to the overall result and ask everyone to answer the simple question, "What did I do well?" This will create a space not only for expressing gratitude to one another but also for self-gratitude.

All of this supports motivation for future actions. Recognized success motivates the team to move forward, set new goals, and strive for even more



SUSTAINING MOMENTUM

For the assembly to truly become more than just a platform for discussions, but a starting point for youth action and a catalyst for change, think about long-term impact. How can you sustain it?

- **Create a platform for ongoing interaction.** From the very beginning, do not position your community as one that exists only for a limited time. Talk about sustainability and partnerships. Use social media, chat groups, or forums to maintain continuous communication among participants.
- **Develop the community.** Think about or research which training sessions or learning opportunities would be of interest to the community members and whom you can invite to conduct these trainings.
- **Joint initiatives.** Encourage participants to create their own projects. Provide mentorship, resources, and informational support to help them succeed.
- **Informal communication and networking.** Build a community with shared interests, leisure activities, and values. Create space for communication and self-expression.
- **Be in sync!** Be one unified mechanism, charged with achieving the common goal – and then everything will succeed!





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FOLLOW YOUR JOURNEY

