

Make it your own

Starting points for a welcome, a conversation, and staying in touch. Adapt them to the people gathering with you.

An invitation

You are welcome to join an Amplify Equity conversation. We will explore [topic] on [date and time], at [joining details]. Come to share, listen, or ask a question. Participation is voluntary, and no preparation is needed. Contact [co-lead] with questions or to discuss what would help you participate.

A simple opening

Welcome. There is room to speak, listen, or pass. Please speak from your own experience and leave room for others. We can question ideas without making assumptions about one another. Please keep names and private stories about other people out of the conversation. Today we are exploring [question].

A 45-minute conversation

- First 5 minutes: welcome, ways to participate, and the opening question.
- Next 10 minutes: a quiet reflection, short reading, or everyday example. No personal disclosure is required.
- Next 20 minutes: explore what people notice and what they wonder about. Leave room for different interpretations.
- Last 10 minutes: share a takeaway and decide together whether anything needs follow-up. Ending with connection alone is welcome.

A question to carry forward

- The question we agreed to share: [wording].
- Why it matters for work, access, or people's experience: [brief explanation without identifying details].
- What we are asking for: [information, consideration, or a response].
- Where it is going and who has agreed to receive it: [person or group].
- Who will bring back an update, and when: [co-lead and agreed date].
- What we have permission to share: [agreed boundaries].

An update to the group

Last time, we agreed to share [question]. [Person or group] has [responded / agreed to consider it / not yet

responded]. What we know so far is [update]. The next agreed step is [step, if any]. We will check back [time]. There is no new assignment for participants unless someone chooses to help.

An optional check-in

- What felt worthwhile?
- Was there a way to participate that suited you?
- What would you change or explore next?
- Is there something you would prefer to raise privately through an appropriate workplace contact?

Passing the lead

- What participants want to continue or change.
- Upcoming arrangements that have actually been confirmed.
- Shared materials and where to find them.
- Questions awaiting a response, their agreed recipients, and the next check-in.
- What would make the role manageable for the next co-lead.
- Leave out participant profiles, private disclosures, and judgments about people's views.

Before sharing an invitation

Replace the bracketed details with confirmed information. Choose a contact and joining location that are appropriate for the group. The invitation does not need a long explanation of equity or a promise of outcomes; a clear welcome and an honest description are enough.

Useful companions

- **Open the Amplify space** — <https://teams.live.com/join/community/FAAzQ3B2126KM9zcQ>
- **Facilitation and learning together** — program page /learn?theme=facilitation
- **Workplace culture and well-being** — program page /learn?theme=culture
- **Intercultural practice** — program page /learn?theme=intercultural