



# City of Houston Climate Action Plan



## Host Tips & Guidance

Thank you for hosting this Houston Climate Action Plan event. In this packet are a few best practices to help get you ready for the meeting.

### Example Timeline: 60 Mins.

6:00-6:05 PM	Welcome and Introductions
6:05-6:10 PM	Meeting Objectives, Process and Structure
6:10-6:15 PM	Climate Action Background Information
6:15-6:30 PM	Discussion One: Houston Climate Action Plan - Vision
6:30-6:45 PM	Discussion Two: Houston Climate Action Plan - Priorities
6:45-6:55 PM	Next Steps and Final Thoughts
7:00 PM	Closing Comments
Event Ends	

### Host Guidance

On the next page is a guide for moderating the discussion. Please do your best to ensure that the questions listed below are addressed during the meeting.

**1. Introduce yourself and go around the room for a brief round of introductions**

**2. Meeting Objectives, Process and Structure**

*Use the slides and information provided in the Climate Action Plan toolkit, set the stage for a respectful and objective discussion that explores the interests of all stakeholders in a positive manner.*

*5 minutes*

**3. Presentation**

**Climate Action Background Information**

*Use the slides and information provided in the Climate Action Plan toolkit.*

*5 minutes*

**4. Discussions**

*Using the question template below, facilitate an interactive conversation with participants.*

*30 minutes*

**Discussion 1 - Houston Climate Action Plan - Vision**

*15 minutes*

**Discussion** of the following questions.

*(People don't have to speak in order, but the host should give everyone an opportunity to speak. Key issues, challenges, and discussion points should be captured through notes on flip charts, table top, white board, etc.)*

**1. What is your vision for a City of Houston Climate Action Plan and beyond?**

- a. What do we need to do to be ready to deal with the impacts of our changing climate for communities, business, transportation and energy?**
- b. How do we make sure that all Houstonians share and benefit from this vision?**

**Discussion 2 - Houston Climate Action Plan – Priorities**

*15 minutes*

**2. What are your priorities for a Houston Climate Action Plan?**

- a. What do you think is important in the planning process?**
- b. What is important to address in the outcome of the plan?**

**5. Next Steps and Final Thoughts**

*Summarize the meeting and have participants share any final thoughts.*

*10 minutes*

## Note Taking Tips

1. When possible, ask someone to help you take meeting notes.
2. Write the key words or short phrases from each member.
3. Ask and confirm that you have captured the key points/ideas correctly.
4. If multiple people are supporting or repeating the same response, highlight it with a star for each additional person. Look at example below.

### Discussion 1 – Houston Climate Action Plan Vision

#### Question 1:

Idea #1 \*\*\*

Idea #2 \*

Idea #3 \*\*\*\*\*

Idea #4

Idea #5 \*\*

Example



### Discussion 1 – Houston Climate Action Plan Vision - NOTES

#### Top 3 ideas:

Idea #1

Idea #3

Idea #5

Example