



Administrator

- The role of the administrator is to make sure that everyone has the information that they need for things to run smoothly and to keep the café records up to date.
- A good administrator will be organised, efficient and have good IT skills.
- The administrator will have to work with all the other members of the team, particularly the co-ordinator and will probably be the person who keeps in touch with the regional organiser, so that she knows how the café is running.
- The key element of the administrator's task is **organisation**. You will be the person that the rest of the team will come to for information: when the next meeting is, where it will be held, how to get a message to someone and lots of other things.
- If any problems or questions arise, don't hesitate to contact the regional organiser who is here to help.

Administrator's checklist

The administrator role will vary enormously from school to school, so your to do list could look very different from this one. The basics are:

Task	✓
Note who has volunteered for which role and circulate this list to the co-ordinator and teacher contact. Find the best way to contact people - email, phone, tutor group, etc.	
Make sure that everyone knows date, time and place for team meetings. Let them know as soon as possible, but also remind people a couple of days before.	
At team meetings, make notes of what is said and what has been decided. Pass a copy of these notes on to everyone in the team, so that they know what they agreed to do.	
Keep hold of any information that could be important, for example contact details for the regional organiser and the speakers.	
Keep a track of the dates of cafes, past and future.	
Print evaluation forms for the café. (You can download them from www.juniorcafesci.org.uk and there is a sample in this pack.)	
At the café: Welcome the audience; Hand out evaluation forms.	
Collect in evaluation forms as people leave.	
Collate the results of the evaluation forms. Circulate to the team and to your regional organiser.	

Sample meeting notes

Date	Wednesday 7 December 2005
Time	15.30 – 16.30
Location	6 th Form Common Room

Decisions Made
Events will be held in room E15
Paul and Jenny will put the posters up on Friday 12 th .

Things to do	
What	Who
Let reception know who will arrive at school and when	Jack
Let the caretaker/cleaners know that the room will be used after school	Mia
Go into local café to ask about sponsorship (get letter from regional organiser first to confirm what the project is)	Amy

Café Sci

Feedback from participants

Name of speaker	
Name of school	
Topic of talk	

Did you already have some knowledge of the subject of the café?	Yes	No	
Quality of talk	High	Medium	Low
Quality of speaker's response to questions	High	Medium	Low
Do you feel there was real exchange of views between the audience and the speaker?	Yes	No	
Did you feel you got the chance to express your views on this topic?	Yes	No	
Would you recommend this speaker to another school?	Yes	No	

Do you feel you learned something from the café?	Yes	No	
Did you find the café interesting?	Yes	No	So-so
Did the café make you want to:			
Learn something more about this subject?	Yes	No	
Talk more about this subject?	Yes	No	
Take part in another café on the same subject?	Yes	No	
Take part in another café on a different subject?	Yes	No	

Any other comments?



Chairperson

- Most of the chairperson's work happens during the café. Their main task is to see that the Café Scientifique runs smoothly.
- A good chairperson will be confident and good at dealing with people. They need to be good listeners and feel comfortable asking questions. Chairpeople have to be good at thinking on their feet.
- The chairperson will mostly have to deal with the speaker's liaison person, to find out about the speaker and the logistics team, to make sure the room is well prepared. During the café, the chairperson's crucial role is to deal with the speaker and the audience.
- The chairperson will introduce the speaker, saying where he or she is from and what they do, as well briefly describing the topic of their talk. Check with the speaker what name they'd like you to use (some might want to be called 'Doctor Bloggs', others might prefer 'Jane Bloggs') and how much they'd like you to say about their work.

For example:

I'd like to introduce our speaker, Jane Bloggs. Jane works at the University of Northampton, in the Biochemistry Department. She's particularly interested in the effects of caffeine in the diet, which is why our title for today's talk is 'Can you really drink "too much coffee"?'
Jane – thanks very much for coming to our school today and over to you.

- It's the chairperson's responsibility to make sure the speaker keeps to time (we recommend no more than 10-15 minutes). You could agree with the speaker beforehand how they want to let them know how much time they have left.

- During the café the chairperson helps keep the discussion moving. This may mean you need to ask the first question, so it's a good idea to find out a bit about the speaker before the café, then you'll be prepared for what they will talk about and what their position in the debate will be. If the discussion gets too noisy the chairperson needs restore order and make sure everybody gets listened to. If smaller discussions start, you can help bring these people's opinions out in front of everyone.
- The chairperson finishes off the discussion at the end of the cafe, perhaps by summarising the general points raised or any conclusions they feel were reached.
- The chairperson's last task is to thank the speaker. Remember that speakers don't get paid and take time out from their normal work to come to the café, so it's important to thank them properly. Also, it's the final impression they'll get of you and your school and you want to make sure it's a good one!

For example:

Jane, I'd just like to say thanks very much for coming to our café today. We appreciate the trouble you've taken to come here and we hope you've enjoyed yourself. Thanks for a great talk and for leaving us with some interesting questions to think about.

(Start a round of applause!)

www.juniorcafesci.org.uk

Project Organiser: mary.arber@juniorcafesci.org.uk

Other areas & general enquiries: ann.grand@juniorcafesci.org.uk

Chairperson Checklist

Lots of other things might come up, but the basics of chairing are:

Task	✓
Get the speaker's details from the speaker liaison person: name and the title of the talk.	
Spend some time researching the speaker: What do they do their research on? How does their research fit in with the topic? What aspects of their research/topic are controversial or have social or ethical implications? Think what sorts of questions might be asked and jot down some questions you might ask if you need to start the discussion.	
Get the speaker liaison person to introduce you to the speaker. Check you have the correct details correctly and that you understand their position in the argument, e.g. for or against animal research. Ask the speaker how they would like to be introduced – for example, what name to use, what they'd like you to say about their work and so on.	
Agree with the speaker how you will make them aware of the time – you might cough or raise your hand when there are only a few minutes left.	
Once the audience has arrived and the speaker is ready to start call order and introduce the speaker and topic.	
Listen to the speaker carefully! Have questions ready to start the discussion if the room is very quiet. If you are unclear about something the speaker said, your first question could be to clarify this. Try and ask questions that will start discussion rather than closed questions (questions with single answers such as yes or no).	
Keep an eye on the time. Make sure the speaker's introduction does not turn into a lecture! Be prepared to be firm and ask them stop if time is really getting on.	
Speakers will vary in their experience and style. Some may encourage the audience to ask questions throughout, others might prefer to talk and then open up discussion. Try to adapt to their style.	
If the timetable includes small-group discussion time, you could circulate around the room listening to some of the opinions raised and questions asked. This will help you facilitate the group discussion later on.	
If it becomes noisy bring order to the room. Try to give time for everyone to voice their opinions. Keep looking around to see who looks like they want to speak.	
It is frustrating if the path of a discussion moves on too quickly. If lots of different opinions are being expressed try to control the order of the questions so they follow on from one another.	
At the end of the café, say when the final question is coming. Thank the speaker for their contribution and the audience for coming along.	

Sample timetable

Café Sci

Wednesday 7 December

15.30 – 16.30

St Alban's High School, 121 Albany Road, Manchester, M21 6ET

Topic: Are you ready to become a cyborg?

Speaker: Rowan Hoban

Programme

- | | |
|-------|--|
| 15.20 | Meet speaker and check details. |
| 15.30 | Welcome participants, introduce speaker and topic.
Speaker's presentation. |
| 15.45 | Coffee/refreshments and table discussions. |
| 16.10 | Back to general group discussion.
Ask for questions and comments.
Direct questions to the speaker.
Generally facilitate discussion. |
| 16.30 | Round up discussion.
Thank speaker and audience.
End event. |



Co-ordinator

- The co-ordinator's task is to keep their finger on the pulse of the whole project. He or she will need to understand all the different tasks that other people are responsible for and what deadlines need to be met.
- A good co-ordinator will be organised, confident, a good communicator and have leadership qualities.
- The co-ordinator will mostly have to deal with all the other members of the team. There won't be so much contact with anyone outside the school, for example, the speaker or the caterers, as other members of the team will be responsible for those relationships.
- The key element of the co-ordinator's role is **leadership**. The rest of the team will look to you to make sure that everything is running smoothly. If any problems arise, you will need to know who to go to for help. You need to know what all the other members of the team should be doing and be prepared to give them a push in the right direction if they aren't doing their job properly!.
- If any problems or questions arise, don't hesitate to contact the regional organiser who is here to help.

Co-ordinator Checklist

The co-ordinator role will vary enormously from school to school, so your to do list could look very different from this one but the basics are:

Task	✓
Note of who has volunteered for which role	
Arrange team meetings Make sure that everyone knows where and when they are (the administrator(s) will help you with this)	
If anyone drops out of the project, liaise with your teacher contact to replace them and make sure that the rest of the team knows who they are.	
Produce a detailed timetable for the day of the cafe, for example including details such as arrival times and when you have access to the room.	
Keep tabs on the main elements of the cafe. Familiarise yourself with the other organiser roles (you can download them, or find them in your pack). At the team meetings, check that all the others are on track.	
Make sure you have a copy of any vital information, such as the speaker's contact details, in case someone is off on the day of the cafe.	
On cafe day, check the whole team can attend and that nobody is away for any reason. If anyone is away, you will have to reallocate their role or do it yourself.	
Make sure that the timetable is running to plan.	
Troubleshoot any unexpected problems – your teacher contact will be around to help.	

Sample timetable (detailed)

Date	Wednesday 7 December
Time	15.30 – 16.30
Location	6 th Form Common Room
Title	Are you ready to become a cyborg?
Speaker	Rowan Hoban

Time	Logistics	Speaker	Publicity	Admin	Chair
14.30	Access to room to setup		Help with setup		
15.00	Pick up coffee jugs and biscuits from kitchens				
15.15	Help serve refreshments	Meet speaker in reception	In room for general help – info to audience	On door to welcome audience	
15.20	Check any AV needed is working	Check they have water.			Meet speaker and check details
15.30					Welcome and introduction
15.35		Short presentation			
15.50	Participate in discussion	Participate in discussion	Participate in discussion	Participate in discussion	Ask audience to get refreshments and discuss around their tables
16.10	Contribute comments and questions	Contribute comments and questions	Contribute comments and questions	Contribute comments and questions	Call everyone back to group discussion. Ask for any comments or questions. Direct questions to speaker. Help facilitate discussion
16.30					Thank the speaker and the audience. End event



Logistics person

- The role of the person or people responsible for logistics is to make sure that the cafe runs smoothly. They will be responsible for a wide range of things from where the drinks are coming from, to making sure that the cleaners know the cafe is on, so they don't come clattering in half-way through. This is a pretty big job, and will probably need at least two team members to share it.
- A member of the logistics team will be organised, practical, resourceful and a good communicator.
- The logistics team will have to keep the rest of the organising group informed about the practicalities of the event and will work with the regional organiser and administrator to ensure that they have the most up-to-date information. Some of the responsibilities will need all hands on deck, so you can't be afraid of delegating to the rest of the team. You will also have to work with members of staff, from receptionists to caretakers.
- The key element of the logistics role is **practical organisation**. The rest of the team will expect you to have booked the room, arranged the refreshments, laid out the room, made sure anything the speaker has asked for (for example a flipchart) is there and that everything is ready on time. Other people's jobs rely on yours, so you will need to work together and **communicate** well.

Logistics Checklist

The logistics role will vary enormously from school to school, so your to do list could look very different from this one, but the basics are:

Task	✓
Make sure that you have the most up-to-date information from the co-ordinator and/or administrator.	
Find out from your teacher contact which other members of school staff, such as reception, caretakers, cleaners, need to know about the cafe.	
Speak to these members of staff to make sure that they know about the cafe, what it involves and if they need you to make any arrangements with them, e.g. moving of tables.	
Agree the room layout with the rest of the team.	
Find out from when the room is available on the day of the cafe and line up other members of the team to help you lay out the tables and chairs.	
Discuss refreshments with the rest of the team. Find out what you want to offer, and therefore what you will need to arrange.	
<p>Speak to your teacher contact about how to provide refreshments, for example will hot water, cups etc. be available from the school kitchen?</p> <p>Who do you need to speak to in order to arrange this?</p>	
If you need to buy any refreshments, let your teacher contact know how much you will need to spend and find out whether that budget is available from school.	
<p>If the school cannot pay for refreshments, find out if any of the team members work in a café or supermarket who might be willing to provide free refreshments as sponsors.</p> <p>If not, are there any local shops, cafés or other companies you can ask? If you can arrange this, you will have to speak to the publicity.</p> <p>(NB Your regional organiser will write a letter confirming the project details if required)</p>	
Make sure that you have enough time and helpers to get the refreshments to the room in plenty of time for the audience to help themselves before the scheduled start time.	
Make sure you have enough time and help to clear away the refreshments/reset the room after the cafe.	



Publicist

- The role of the publicist is to promote the Café Scientifique in the school and so get a good-sized audience. The publicist will need to use different methods of advertising and see which works best.
- A good publicist is imaginative, creative and has their finger on the pulse of the school. This role may be shared between a few people who have different skills and move in different social groups. Someone who is good at art may like to produce posters and flyers, whereas someone who is good at ICT could produce advertisements to go on the school website or display screens and someone who is a confident speaker could talk about Café Scientifique in assemblies. A person that doesn't enjoy science class much but likes Café Scientifique would be able to think of ways to attract other people who might not attend if they thought it would be like a science lesson. It all depends on your school and the kind of people you are.
- The publicist will mostly have to deal with the potential audience members. They will also need to deal with the speaker's liaison person to find out about the speaker at the next café, so the publicity can be tailored. The speaker's name and topic should be included in all your advertising.
- The key element of the publicist's role is **communication**. You need to be able to get across the message of Café Scientifique to as many people as you can so you need to be able to adapt your advertising to appeal to different kinds of people. You also need to be **creative** so your publicity is eye-catching and gets the message across to the audience.

Publicist Checklist

The publicist role will vary from school to school depending on what sort of facilities are available so your list may have different things on it from the sample one below. You might also want to try different methods in a different order from that shown below.

Task	✓
Find out about the next cafe from the speaker liaison person.	
A month before the café start planning your publicity schedule so you know what materials need to be put out, where and when. Consider what different groups of people you will be directing your advertising to.	
Give short presentations about Café Scientifique in assemblies.	
Circulate information to tutor groups through the register system and ask tutors to make sure they read out information.	
Two or three weeks before the cafe, put up posters and distribute flyers.	
If your school has plasma screens, one to two weeks before the event put up information to be shown up until the day.	
See if you can get a pop-up screen at log-in on to the school's computers.	
A few days before the café, send another reminder out in the registers.	
Throughout your publicity period check posters etc. are still visible or in circulation.	
Consider ways to find out which pieces of publicity have been most effective. For example: Ask audience members to jot down where they heard about the Café Ask if they were already interested in science.	

Sample timetable

Café Sci

Wednesday 7 December

15.30 – 16.30

St Alban's High School, 121 Albany Road, Manchester, M21 6ET

Topic: Are you ready to become a cyborg?

Speaker: Rowan Hoban

One month before:

- Discuss speaker and topic with the speaker liaison person.
- Consider what methods of advertising you want to use and make a time line to plot publicity on.
- Make your first appearances in assemblies.

Three weeks before:

- Put up posters and distribute flyers.
- Send round information in the registers.
- Ask teachers to spread the word in tutor time and lessons.

Two weeks before:

- Check on posters etc.
- Put out electronic information for example on plasma screens, computers, website.
- Listen out to see if people are taking notice.

One week before:

- Send out information in registers again.
- Ask teachers to mention the event in tutor time and lessons.



Speaker Liaison Person

- The tasks of the speaker liaison person are: first to make sure that the speaker has all the information he or she needs –the date and time of the café, information on how to get to the school, where to go when they arrive and who (and how) to contact if there is a problem. Second, the speaker’s liaison person will look after the speaker on the day.
- A good speaker liaison person will be organised, confident and reliable.
- The speaker liaison person will mostly have to deal with the regional organiser and the speaker (by phone or email) and the café team and the chairperson (directly).
- The key element of speaker liaison is **communication**. The speaker will need to know the exact details of the café and what is expected of him or her. The information that they have received from the regional organiser (attached at the end of this pack) will have explained the general format of Café Scientifique but the speaker’s liaison person needs to make sure they know anything that is specific to the café at your school.
- If any problems or questions arise, don’t hesitate to contact the regional organiser who is here to help.

Speaker Liaison Person Checklist

Lots of other things might come up, but the basics are:

Task	✓
Inform regional organiser of the chosen topic and confirm preferred date(s) and timing.	
Refer back to group with any change of date due to speaker availability (if applicable)	
<p>Once a speaker has been confirmed, get in touch and confirm the following details directly:</p> <ul style="list-style-type: none"> • Date • Timing of café • Time you would like them to arrive (approx 15 minutes before the start time) • Format – how long you would like them to talk for and what will happen next. <p>A good way to provide this information this would be to provide them with a programme for the cafe, based on the detailed timetable which the co-ordinator will produce. This makes sure that you, the speaker and the chairperson all have the same information.</p>	
Check whether the speaker has any additional requirements.	
Make sure that you have the speaker's details, including a mobile number in case of problems on the day.	
Deal with any enquiries or questions from the speaker in the lead up to the cafe	
Inform the logistics team of any speaker requirements.	
Give the chairperson the information that they will need to introduce the speaker – including name, position, university or company, area of work.	
The week before the cafe, make sure the speaker has details of where to park (or public transport), where you will meet them and a contact number if they have any problems on the day. (If you give the school number, make sure that the receptionist knows how to find you easily.)	
On the day, meet the speaker at the required time, and take them to the venue. Introduce them to the chairperson.	
Provide refreshments (for example a cup of tea, a sandwich, glass of water, depending on when the café takes place) for the speaker.	
After the cafe, make sure that the speaker was happy with everything. Show them out.	
Follow up with an email/letter to thank them for their involvement.	

Sample timetable (speaker)

Café Sci

Wednesday 7 December

15.30 – 16.30

St Alban's High School, 121 Albany Road, Manchester, M21 6ET

Topic: Are you ready to become a cyborg?

Speaker: Rowan Hoban

Speaker Liaison Person: Angela Mears

Contact number for speaker: 07956 245 765

Contact number for speaker liaison person: 01234 567890 (School reception – answering machine may be in use)

Programme

15.10 Angela in reception. Rowan should arrive at 15.15.

Take Rowan to Common Room.

15.30 Café begins.

15.45 Coffee/refreshments – bring back to tables.

15.50 Informal discussions around tables in small groups.

Rowan to circulate between groups.

16.10 Chair person to chair general discussion/questions.

16.30 Cafe ends.

(NB must end on time – Rowan has to catch 16:40 bus.)