



HOSTING A SUPPER CLUB

A Lifelines 'How-To' Guide

Welcome to NASA Lifelines Super Clubs! These small group gatherings are all about bringing diverse groups of people together over tasty meals and thoughtful conversation.

Led by a local host (You!), each supper club is a chance for hosts to pick a discussion topic and facilitate engaging conversations around humanitarian issues, timely topics, and local challenges. With up to 8 participants diving into each other's ideas, participants explore new collaborations and learn how to better champion Earth science for humanitarian action. Whether you're from the humanitarian, government, private, or academic sectors (or other!), we want your voice at our table.

This 'How-To' guide lays out the Supper Club process and provides a host with resources to plan and implement a successful event. The Supper Club process is designed to be easily replicable while leaving room for hosts to be creative and make each event their own!

Goals of a Supper Club

- Bring together individuals from varying professional and social backgrounds to discuss humanitarian and Earth science themes.
- Facilitate new partnerships and innovative collaborations that improve collective impact.
- Engage leaders to meaningfully contribute to the body of knowledge on Earth Science for humanitarian action.
- Embed participants and communities from around the country (and world) in the Lifelines ecosystem of programs.

Supper Clubs are a specific initiative within the broader NASA Lifelines program. NASA Lifelines seeks to bring together experts from different sectors, disciplines, countries, and backgrounds to unlock the benefits of satellite data and tools for more effective and inclusive decision making before, during and after a crisis.

If you haven't already, take some time to familiarize yourself further with the Lifelines Program by heading to nasalifelines.org!

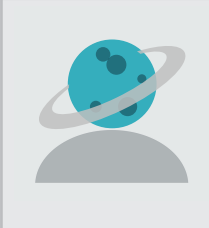
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Supper Club Checklist

Host



Location e.g. St. Louis _____

Theme See pg. 3 _____

Invite Participants See pg. 4 _____

Plan Site & Meal See pg. 5 _____

Prepare for Discussion See pg. 5 & 6 _____

**Host
Supper
Club**

**Follow
Up**
See pg. 7





WHAT TO DISCUSS?

Each Supper Club will have a unique topic or theme and a set of pre-determined questions that will guide the event. The host will determine the discussion theme guided by these considerations:

- Themes should be related to the mission and goals of NASA Lifelines to improve humanitarian action using Earth science. See NasaLifelines.org for more info.
- The host's background and expertise can inform the topic, e.g. A host that is an urban planner would be well suited to host a Supper Club around resilient design and utilizing geospatial technology for urban planning.
- The background and expertise of the invited participants can also inform the theme of a Supper Club. This should be done to the degree that it doesn't limit the ability to recruit a diverse cohort of attendees and/or potentially alienate any attendee.
- If participants are identified early enough, participants can be surveyed for input or suggestions on the Supper Club theme. More information on identifying and inviting supper club participants can be found in the "Who to Invite" section of this guide.
- A coinciding meeting or conference may inform the relevant Supper Club topic or theme e.g. AGU 2023 meeting theme of "Wide Open Science" could inform a Supper Club theme around open data licensing and global public goods for EO and humanitarian action.

The theme should be selected in advance of the Supper Club and shared with invited participants along with any specific prompts, questions, or other pre-read materials (reports, news articles, briefings). This will allow participants to adequately prepare for the Supper Club and maximize time engaging at the event.

Example Themes

Vulnerability Assessments

How can we use Earth science data to identify and measure key indicators of vulnerability in a specific local or regional context. How can Earth Science data decrease vulnerability of a specific population?

Community Engagement

Examine involving local communities in data collection and surveying. How can we ensure cultural sensitivity in the use of Earth science information in humanitarian contexts?

Lessons Learned

Analyzing case studies from previous disasters and identifying key lessons. Sharing first hand experience around a local response. What are the gaps and opportunities for the use of Earth science data in tools in response to "x" humanitarian response?

Early Warning Systems

What are the success stories of technology "x" being used to implement effective early warning systems. What are the shortcomings? What can be done to overcome those shortcomings?

Data Privacy and Security

How can we balance data needs with privacy around sensitive information e.g. location data. What are secure data practices in humanitarian response?

Sectoral Challenges

How can we individually and collectively support uptake of geospatial technology and education?



WHO TO INVITE?

Supper Clubs are intended to provide an intimate setting for a small group to build community and establish long term, meaningful connections. Each Supper Club will have a targeted attendance of 8 participants, a maximum of 10, and a minimum attendance of 6 participants. Due to the small-group nature of the program, Supper Club hosts could have attendees sign-up on a first-come, first-serve basis or by invitation only.

If hosts need help identifying a good mix of folks to invite, NASA Lifelines resources can help. Our community of Fellows, Advisors, Wayfinders and many others are a good place to start – we can share your upcoming Supper Club in our social media and newsletter, among other potential communication channels. Hosts could also curate a list of invitees using our NASA Lifelines Connect tool which helps our community discover and connect with potential collaborators.

Suggested practices for invitations:

- Identify folks who represent the diverse backgrounds, experiences, expertise and interests that are relevant to the discussion
- Send invites as early as possible along with discussion topics and potential questions
- Offer attendees an opportunity to influence discussion questions
- Share the supper club principles and expectations
- Get everyone excited about the food and the conversation!

Feel free to use this email template when making your outreach, updating the information as it relates to your specific event:

	From	_____
	To	_____
	Cc	_____
	Subject	Join us to Discuss [enter theme details] !

Dear [\[Participant\]](#),

I hope this email finds you well! I wanted to extend an invitation for you to join us at our upcoming Supper Club event focused on [\[specific theme\]](#). We're gathering a small group of individuals from different professional and personal backgrounds to discuss [\[added detail on theme/ purpose of supper club\]](#).

Date: [\[Date\]](#)

Time: [\[Time\]](#)

Location: [\[Location\]](#)

NASA Lifelines Supper Clubs dive into thought-provoking discussions around humanitarian issues, timely topics, and local challenges while enjoying good food and great company. It's an opportunity to connect with like-minded individuals and explore new perspectives while championing Earth science for humanitarian action. For more background on Supper Clubs and the broader Lifelines initiative, visit nasalifelines.org.

Your insights and experiences would be invaluable to our discussion, and we'd love to have you join us. If you're available, please RSVP by [\[RSVP deadline\]](#) so we can save you a seat at the table!

Looking forward to sharing this experience with you. Don't hesitate to reach out to me with any questions.

Best regards,



WHERE AND WHAT TO EAT?

A Supper Club could happen anywhere – your favorite local restaurant, your organization’s headquarters, a nearby park or community center, university common spaces, you name it. The host determines the location. While some hosts may want to have a stand-alone supper club gathering, others may want to organize around an existing event or conference bringing folks together. Having a meal before, during or after an event is another good way to source locations, including somewhere meals are already covered.

Food is a great way to break down our barriers and learn about each other. Here are some ideas on how to source the meal for your Supper Club .

- Meals donated.
- Meals provided through event partnership/catering.
- Participants bring their own meals - brown bag style.
- Participants bring a meal to share - potluck style.
- Individuals cover their own meals.

HOW TO RUN THE DISCUSSION?

As a host, you have an important role to make sure the Supper Club is inclusive and welcoming and engaging. The host will identify discussion questions (ideally with input gathered from the attendee list) ahead of time and share those with the attendees.

Supper Clubs will vary in duration depending on the host’s preferred structure, but should generally be planned to last one to two hours.

As an example, the event might begin with participants mingling during a welcome and reception period before engaging in introductions, icebreakers, and a fun kickoff activity. The main event would involve dinner and discussion around the selected theme and would be followed by an open discussion and networking period. To wrap, the host would make closing statements and provide a call to action for continued engagement with Lifelines.

Call To Action:

Host your own Supper Club - Encourage participants to create a Lifelines Connect account, download this ‘How-To’ guide, host a Supper Club in their own communities, and be featured on the Lifelines website and socials.

Here are a few good resources on how to facilitate a respectful and productive Supper Club event

Brown University: Tips on facilitating effective group discussions

Medium: Tips and tricks for facilitating workshops and meetings

Medium: Facilitation – the dinner party principle



PRINCIPLES AND EXPECTATIONS

In addition to creating an inclusive and welcoming environment through the structure of the event, it is important to lay some ground rules on participant engagement. These guiding principles can be shared with participants prior to the event and should be re-introduced at the beginning of the club to set expectations:

- Listen actively and respectfully to others without interrupting. Avoid side conversations while someone else is talking.
- Keep the conversation related to the chosen themes and discussion prompts for the meeting.
- Respect the opinions and viewpoints of others.
- Respect the confidentiality of your peers and the personal stories that may be shared.
- Keep your contributions concise to allow others a chance to speak.
- Feel free to share your personal projects and experiences but avoid pitching your work for personal gain.
- Attendees should be encouraged to offer constructive criticism in a respectful manner, focusing on the ideas and not on the individuals.

To help implement these guiding principles, Chatham House Rules can be introduced at the beginning of the supper club and implemented for the duration of the event. Chatham house specifies that “Participants are free to use and share the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed in doing so.”

Chatham House rule encourages meeting participants to speak freely and openly without fearing that what they say will be negatively attributed to them. This can work to promote greater understanding of different perspectives, help build trust and mutual respect between participants, and to level the playing field between people with different power and influence.

As host, also keep in mind:

- Keep the conversation inclusive and respectful so that all attendees feel comfortable expressing their opinions.
- Keep things casual – Supper clubs are low stakes events; people should feel comfortable and safe to share their ideas.
- Step up, step back, and find the balance between leading the conversation, moving the event forward, and leaving space for participants to also lead the way.
- Guide the conversation so that it does not become a competitive/ sales-type environment between the participants.



FOLLOW UP

After finishing the Supper Club, hosts should plan to follow up and share a personalized note with the program participants to thank them for their engagement.

In the follow up, encourage participants to:

- Share about their experience on social media and tag Lifelines to be featured!
- Consider hosting their own Lifelines Supper Club