



## GUIDELINES – Round tables

*Pilot cities* present their *Priority Thematic* at *Round Tables* organized by the General Secretariat. The Round Tables pave the way for effective cooperation between cities that agree to come together to form a *Collaborative Network*.

### 1. Technical details

- Each roundtable lasts a maximum of one (1) hour and is held virtually via Zoom.
- The presentations (10 minutes maximum) are made by elected officials (mayors or municipal officials) and target primarily elected officials so they can decide whether to join the Collaborative Networks.
- All members of the OWHC cities are invited to participate in the Round Tables.
- Simultaneous interpretation is offered in the three working languages of the OWHC: French, English, and Spanish. In the event that an elected official from a city wishes to make a presentation in a language other than the three official languages, the city must provide simultaneous interpretation.
- Representatives of member cities attending the presentation can express their interest in one or more of the thematics presented during the Round Table (by using the discussion box or by sending an e-mail to the Secretariat: [secretariat@ovpm.org](mailto:secretariat@ovpm.org)).
- A visual support must be submitted to the General Secretariat no later than one week before the Round Table to validate the city's participation (see the section on presentation below).

### 2. About the presentation

A PowerPoint presentation template is provided to pilot cities to support their presentation. Each slide should contain as little text as possible to accommodate simultaneous interpretation. The General Secretariat can assist in the translation of the terms inserted in the presentation if needed.

In a maximum of 10 slides, the presentation should adhere to the following logic:

1. Description of the situation: main challenges, problems raised by the situation, etc.
2. Presentation of the Priority Thematic: description, justification of why it is considered a priority, and explanation of the relationship with one of the strategic axes of the Roadmap. It should be noted that it is not necessary to list all the Thematics identified in the worksheet, only the Priority Thematic is essential.
3. Summary of the main actions completed or underway in relation to this Thematic.
4. List of the main issues or topics that the pilot city proposes to develop in the framework of the Collaborative Network, as well as the list of the expectations of the pilot city regarding the constitution of a Collaborative Network dedicated to the Thematic.

Following a Round Table, the General Secretariat quickly contacts the cities that have expressed an interest and informs them of the network's forthcoming activities. The video of the presentations and a summary sheet are also published to make the presentations accessible to members who were unable to attend the Round Table or who wish to revisit the thematics presented.

The Round Table cycle is repeated as many times as a city identifies its Priority Thematic. Round Table dates are negotiated with Pilot Cities and communicated to member cities no later than 15 days in advance.