

Writing an Invitation for an Open Space event

The invitation for an Open Space gathering should inform about:

- **Why?** background and reason of the event
- **Who is inviting?** the sponsor/organizer
- **What?** the theme/topic
- **Where?** place and time
- **Next Meeting?** place and time for the Next Meeting,
- **Organisational matters**

The invitation includes some information about the **Open Space process** listed below.

Choose four or five elements that you feel are most important to those invited.

- **At the beginning of the gathering the participants themselves decide what will be worked on.**
- **There is no prefixed or externally set agenda. The participants themselves decide on how and what will be worked on in relation to the common topic of the event.**
- **Facilitation, prioritisation, discussion ... everything will be decided and executed by the participants themselves.**
- **Every issue of concern to anybody can be raised.**
- **Work will be done in break-out groups – size, approach, length will be decided by participants.**
- **Participants make notes on their findings, these will be published during the event.**
- **Everybody receives a Book of Proceedings with all reports.**
- **Active participation and getting the most out of the event is supported by being present through the entire event.**
- **Be prepared to be surprised!**

But at the end just keep in mind: **Keep it short and simple** - or in other words: **less is more!**