NOTE: This is one suggested agenda for a program employing an expert panel and breakout groups, but a roundtable, conversation café, Town Hall format, etc. could also be used.

Sample Agenda

10:00 am   Welcome

10:10 am   Plenary Session -- National Overview, Local Issues and The View From the Bench

10:55 am   Breakout Instructions

(Topics for each breakout will be the identified broad issues from the local planners. Each breakout group will tackle one topic and be asked to identify the top five issues within their assigned topic area.)

11:00 am   Breakout Discussions-
Identifying Existing Challenges

(Possible topics could include: Race and Policing; Sentencing; Juvenile Justice Issue; etc.)

12:30 pm   Lunch
Voting/Ranking Session

(While attendees are eating lunch, prepare flip chart sheets with the top five issues identified in each breakout. Each attendee will be given four colored dots to place next to the issues they feel are most important to address. Staff will count the votes and identify the top eight issues, based on participant voting. The eight issues should be distributed in the next breakout session.)

1:10 pm   Voting Results/Breakout Instructions

(Present the top eight issues identified in earlier voting. Ask each breakout group to brainstorm these top eight issues for possible innovations. Each issue should be randomly assigned so that all issues are discussed.)

1:20 pm   Breakout Instructions
1:30 pm  Breakout Discussions- Brainstorming for Strategies

(Each Breakout Group should develop ideas around the eight top issues from the voting session.)

   Group A
   Group B
   Group C
   Group D

2:50 pm  Reporting Out Session

(Each group’s reporter will have 10 minutes to report out. The session moderator would then select a commentator to react to some of the suggestions being presented. Staff should track all content outlined on a big screen.)

Commentators:

(The commentators should be a diverse panel including the courts, lawyers, non-lawyers and public interest representatives.)

3:50 pm  Where Do We Go From Here

4:00 pm  Program Adjourns