

How to organize a



# Café Humaniste

*in 6 steps*

**Café Humaniste** is an event series by the IHEU, bringing people together to **discuss** questions of interest and concern to humanists, **wherever** they're from.

The events are organized by the IHEU in **collaboration** with local Member Organizations in countries all over the world. The IHEU **provides** financial and media support while the local organization **manages** the logistics for the event itself.

IHEU's **purpose** with Café Humaniste is to enable humanists globally to **promote** humanist values and rational thinking, in a **friendly** and informal way. It can all be done in 6 simple steps.

- 1 CONTACT US**
- 2 FIND A SPEAKER**
- 3 CHOOSE A THEME**
- 4 FIND A VENUE**
- 5 FIX A DATE**
- 6 FILL THE FORM**

1

# CONTACT US

First of all, send us **an email** at

[cafe@iheu.org](mailto:cafe@iheu.org)

informing us about your **interest** in organizing a Café Humaniste in your city.

At this point you will have a preliminary **discussion** with our Growth and Development Officer. He will briefly introduce you to the **general idea** behind the Café Humaniste format as well as to the **standards** to respect - see the last two pages of this guide. He will also give you some essential tips to organize the event to achieve the **best experience** for everyone.

## 2

# FIND A SPEAKER

Think about a speaker who **shares** our humanist vision and that for this reason could feel **involved** in the project. Ideally she or he would intervene as a **volunteer**. If they do not live in the same city, you could think about covering their travel and other expenses within reasonable limits.

A possible speaker could be for example:

- a scientist
- a philosopher
- a journalist
- an activist
- a writer

# 3

## CHOOSE A THEME

A good rule of thumb is: "Think **global**, do **local**". Therefore choose a theme that could be **interesting** also for other humanists worldwide. This way we can translated and **share** the event more widely.

As a starting point, have a look at this list of possible themes:

- **science**: scientific understanding, new relevant discoveries, evolution, new technologies
- **culture**: history of art and philosophy, ethics, political concepts, rationalism, humanism
- **secularism**: social and economical changes, promotion and defence of human rights

# 4

## FIND A VENUE

First, check the **availability** of freely available spaces in your city, such as conference rooms, council halls, event spaces in libraries, etc. This is by far the best way to **keep costs down**.

Alternatively, you could check for bars, pubs, **cafés** that could host the event for a reasonable cost. Look for central venues that already provide a **projector** and an audio system - they are both required, since we will send a short **video presentation** of the IHEU to be shown at the beginning of the event.

# 5

## FIX A DATE

When thinking about the best day and hour to hold your Café Humaniste, carefully weigh the following factors:

- you need enough time to **organize** the event - at least 8 weeks
- consider the proximity with public **holidays** or other similar events in your region - you want to avoid any **clash** with similar initiatives
- calculate the time people will need to get from their **workplaces** to the venue, in case you decide to hold the event during the working week
- check the opening hours of the public **transport**, so that people can go back home easily after the event

# 6

## FILL IN THE FORM

Once you have:

- found a **speaker**
- agreed a **theme**
- looked for one or more **venues**
- chosen 2/3 possible **dates**

you can fill in this form ([goo.gl/93lePn](https://www.google.com/forms/d/193lePn)) which will be automatically sent to us.

The IHEU Staff will evaluate your **proposal** and decide if it is eligible for a **grant** as a Café Humaniste event. If accepted, you will work **closely** with our Growth and Development Officer to organize your amazing **Café Humaniste!**



# REQUIREMENTS

To organize a Café Humaniste you must have:

- a **projector** with an **audio** output
- a **photo** and a **video** camera

Remember to respect these 5 points:

- Leave time for **interaction** and **discussion**.
- Ensure that the **photographer** of the event will provide **high-quality photos**. Ensure also that the **video** of the main speech is in high definition with good **audio quality**. Good quality is essential so that IHEU can **share** your photos and videos with our global community.
- **Before** the main speech, project the introductory video that we will send you in advance.
- Ask everyone who attends your event if they will agree to **register** to IHEU newsletter, then send us their **names** and **email addresses**.
- IHEU will provide all **graphics** and create the Facebook event for maximum **exposure** of your group to the global humanist community.

# TIPS & SUGGESTIONS

- It would be nice to **offer** to your guests something to **drink** and to **eat** – for example, a beer or a glass of wine, together with some small appetizers.
- Think about setting up **live streaming** on Facebook, so that people who could not attend your event in person will have the possibility to interact with you online during the event. However, think about setting up the live streaming only if you have in the venue a truly **reliable** internet connection and, moreover, only if you think you can deliver a quality live stream.
- Since you will already have a **projector** at your disposal, suggest to your speaker(s) that they can use slides during the speech. But recommend avoiding slides that are just walls of text! The best presentations don't try to summarize everything that is said. Instead they are visual and **illustrate** what is being said.