

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. 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**

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CONTACT US

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

cafe@iheu.org

informing us about your **intention** to organize 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 **at best**.

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 would intervene as a **volunteer**. In case he does not live in your same city, you could think about covering her travel expenses to attend the event, within reasonable limits of course.

A possible speaker could be for example:

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

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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 once your event will be translated and **shared** on our channels.

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
- **secularism**: social and economical changes, promotion and defence of human rights, humanist values

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FIND A VENUE

First you want to check the availability of **free 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**.

In alternative 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 projected at the beginning of the event.

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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 best - 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 the **workplace** 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

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FILL THE FORM

Once you will have:

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

you can fill this form (goo.gl/93lePn) which will be automatically sent to us.

The IHEU Staff will evaluate your **proposal** and decide if it is eligible for a **financing** as a Café Humaniste event. If accepted, you will work **closely** with our Growth and Development Officer to organize at best your **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 room 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 the right **audio**. In fact, in case of a bad quality, IHEU will not be able **to share** your photos and videos on its Facebook page.
- **Before** the main speech, project the introductory video that we will send you.
- Ask everyone who attends your event if they will agree to **register** to IHEU newsletter, then send us their **names** and **email addresses**.
- You do not have to think about **graphics** nor the creation of a **Facebook** event, since they will be both provided by the IHEU.

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 a **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 do it in the right way.
- Since you will already have a **projector** at your disposal, suggest to your speaker(s) to use slides during the speech in order to make it even more **entertaining**.