

## What to Cover in the Initial Meeting

Note: Please review Chapter 3 in *The Conferencing Handbook* for more information about how to prepare participants.

1. Introduce yourself and ask to hear the person's story. This is an opportunity to get connected and begin building trust.
2. Discuss your understanding of the incident.
3. Explain the purpose of a restorative conference in general, and specifically for this case.
4. Stress the importance of their involvement. Try to be as inclusive as possible.
5. The wider the network, the better.
  - This is who I have so far...
  - Is there anyone missing?
  - Do you have contact information for...?
6. The Process
  - The script
  - The preamble
  - Participants processing the incident
  - Review the questions that will be asked (see conference script)
  - The agreement
  - Refreshments / "Breaking bread"
7. Explain the responsibilities of participants in the process during and after the meeting.
8. Encourage them to think about what they want to say, to share their thoughts and concerns.
9. Be clear that this is an opportunity to create a mutual understanding of the incident, explore how people have been affected and create an agreement to help repair the harm.
10. Who will be the support people for the parties involved in the conference?
11. Assess if there are any safety concerns.
12. What dates, times and locations would work? Don't be too general.