

Conference Preparation Guide

Meeting with the person who created the harm

Prior to your initial meeting, your first contact will be with the person(s) who created the harm to assess their:

- Ownership without rationalizing or minimizing
- Openness to hear the impact directly from the victim
- Willingness to proceed with the conference

Hi. My name is (facilitator's name). I'm with (facilitator's organization/school), and I am working on setting up a conference to address the incident that occurred (brief description of events).

I would like to explain the conferencing process (brief description). I would like to offer you (and/or your son/daughter) an opportunity to attend a conference. The conference may be held as an alternative or in addition to the court's/school's traditional response to conflict/violation of the law/code of conduct.

The conference will help us learn how others have been affected by your actions and ways to repair the harm that has occurred. The conference is not a place to pass judgment but rather an opportunity to listen to one another and gain a mutual understanding of what happened and work toward a solution to repair the harm.

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

Meeting with the person who was harmed

Hi. My name is (facilitator's name). I'm with (facilitator's organization/school), and I am working on setting up a conference to address the incident that occurred (brief description of events) in which you were unfortunately harmed. This process can provide you with an opportunity to meet with (name of person who created the harm) and share how you were affected. The conference process will also give you a chance to be involved in working toward a solution to repair the harm.

I would like to explain the conferencing process (brief description) and answer any questions you may have so you can decide if you would like to participate. The conference may be held as an alternative or an addition to (referring the matter to court/school discipline policy/handling the matter in another way).

(Name of person(s) who created the harm) has admitted their involvement in the incident and is willing to participate. While I can't guarantee the outcome of the conference, I can tell you that it usually goes very well and participants are satisfied to have had a voice in the process. The conference is not a place to pass judgment but rather an opportunity to listen to one another and gain a mutual understanding of what happened and work toward a solution to repair the harm.

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

Meeting with the supporters

Hi. My name is (facilitator's name). I'm with (facilitator's organization/school), and I am working on setting up a conference to address the incident that occurred (brief description of events). (Name of person(s) who created the harm **or** name of person(s) who was harmed) has asked for you to be at the conference to support them. I would like to explain the conferencing process (brief description).

The conference will help us learn how others have been affected by what happened and ways to repair the harm that has occurred. The conference is not a place to pass judgment but rather an opportunity to gain a mutual understanding of what happened and work toward a solution. Your presence would benefit the process, and I know (name of person(s) who created the harm **or** name of person(s) who was harmed) would appreciate your support.

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