



## **BRE Roundtables Moderator Tips**

- Results are completely confidential! We won't share individual answers unless the business owner asks for a specific follow-up
- The "Skip It" rule applies to roundtables – if they don't want to answer a question, they do not have to
- Take clear notes and try to capture as much as possible of a discussion
- Circle answers and encourage your roundtable participants to circle theirs – circles are easier to read than checks or hash marks
- If there are gaps in the conversation, you can ask them to expand on an earlier comment
- Ideally no single person dominates the conversation at your table – if you do, you can check in with the others to see if they have more to share
- Avoid participating in the conversation yourself – this is about their experiences

Thanks!