# Hosting a Top 100 Conference – Roles

* Emcee(s) – Preferably male and female mix
* A Facilitator – To co-lead with the emcee(s). An experienced facilitator. Someone to keep the agenda moving and explain the exercises.
* All invitation signatories – inspiration and welcome from each. Why am I here?
* 3 presenters – 1 per topic (someone who can make the topic fun/exciting)
  1. Local poverty by the numbers
  2. Local past collaborative successes
  3. What other successful cities are doing
* 1 facilitator per table
  + Encourages everyone to speak/contribute and doesn’t take up all the air time
* 1 recorder per table (esp. leadership table or college students)
* 4-6 facilitators for afternoon brainstorm session (1 per main priority area)   
  *NB:* *they can be the same or different facilitators as the first round, but in this exercise, they should be knowledgeable about the topic they are facilitating on.*
  + Uses flipchart and markers to facilitate several rounds of brain dump
* 5-7 recorders for afternoon brainstorm session (1 per main priority area)
* 1 lead recorder – instructs other recorders on how to take notes and compiles notes at the end
* 1 keynote presenter: importance of community collaboration
* Volunteer(s) to theme sticky notes on the learning wall (*optional*)