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HOW TO GENERATE CHAT TOPICS

The moderator invites participants to send topics

- During the check-out phase the moderator asks the participants to send them propositions for future chat topics.
 - The sending takes place by a communication channel beyond the chat.
 - The proposition is to consist of:
 - One, clear question.
 - A short personal introduction.
 - A link to relevant content to read or view.

The moderator chooses from the topics sent to them a topic for a future chat

- Criteria for choosing a topic are:
 - Is the topic relevant for the chat group challenge or opportunity that is being consistently addressed?
 - Can the participants relate to the proposed topic?
 - Is the topic timely?

The moderator edits the topic

- After having chosen the topic the moderator edits the topic, as provided by a participant, if necessary.
- The question needs to be edited to make sure this question is understandable and relatable.
- The short personal introduction should be edited to appeal to emotions and not be sterile theoretical or general.
- The moderator checks whether the link provided leads to relevant content to read or view. If not, the moderator should find another link.

The moderator presents the topic

- The moderator presents the topic during the Moderator introduction.
- The moderator does not reveal which participant is responsible for the topic.