

## **10 Tips for a Successful Meeting with a Contemporary Witness in Schools**

### **Before the meeting**

#### *Preparation of content:*

1. Teachers and students should learn about the historical context in which the contemporary witness' testimony is embedded.
2. Familiarize yourself with the contemporary witness' biography before the visit.
3. Prepare a list of questions for the discussion with the participants. Decide beforehand which questions will be asked and in which order. Clarify who will moderate the discussion.

#### *Spatial and mental preparation:*

4. Create a comfortable, trusting atmosphere for the conversation. Make sure the room is well-ventilated and provide the guest with a beverage.
5. Try to keep the size of the group manageable – 25-30 people is ideal. Before the visit, make sure the students are familiar with the speaker's life story.
6. Greet the guest personally, introduce him to the audience and avoid leaving him alone with the group.

### **During the conversation**

7. Ask open-ended questions. The conversation may evoke painful experiences and memories in the speaker, so be sure to handle the interview with care and sensitivity.
8. During the discussion, you or one of the participants should act as moderator. Keep an eye on the time and guide the discussion as needed.
9. Observe the conversation and keep a record: You can either take written notes on an observation sheet or use a recording device.

### **After the conversation**

10. After the speaker has left, evaluate the conversation with the group and document the results.