

RAFT to Freedom – Co-host guidance

The co-host supports the host and helps the meeting run smoothly. The host remains the main facilitator unless they are unable to continue.

Before the meeting

Please have the relevant meeting materials open and ready, including:

- the host script;
- this week's extract PDF;
- the relevant Appropriate Response slide, if you wish to share it;
- [RAFT to Freedom host script general information](#).

All materials can be found on the [downloads page](#).

Be familiar enough with the running order, and have the necessary documents and links ready, so that you can continue the meeting from wherever the host has reached if needed.

During the meeting

The co-host should:

- Check which self-reflection question the host has chosen and keep a copy somewhere accessible in case you need to take over.
- If you may wish to screen-share the self-reflection question, download the relevant slide in advance.
- Help ensure participants are muted when needed, particularly during the meditations, if background noise is disruptive, or if latecomers join unmuted.
- Monitor the chat and respond to practical questions where possible.
- Alert the host to anything in the chat that needs their attention.
- Help with links, documents or screen-sharing if needed.
- If necessary, repost the self-reflection question and links to the week's extract and chapter for latecomers.
- Keep an eye on participant numbers and liaise with the host if numbers rise above 20 and breakout rooms will be needed.
- Support the host in keeping the meeting running smoothly.
- Be ready to take over temporarily if the host loses their internet connection or is otherwise unable to continue.

If a participant is being disruptive, the host will normally give them a clear warning. If the behaviour continues and the host is unable to mute or remove them, the co-host should step in and do so.

Breakout rooms

- Liaise with the host about who will set up the breakout rooms. Breakout rooms are used when there are more than 20 participants.
- The co-host will normally facilitate one of the two breakout rooms.

In the breakout room:

- Invite people who wish to share to raise their hand.
- Call on participants in turn.
- Help ensure everyone who wishes to speak has an opportunity.
- Keep shares to around two to three minutes where possible.
- Maintain the same atmosphere of care, respect and confidentiality as in the main meeting.
- Gently step in if needed to support the flow or bring the group back to the meeting agreements.
- Keep an eye on the time so that the discussion finishes in good time for everyone to return to the main meeting.

When the breakout rooms close, help participants return smoothly to the main meeting.

If the host loses connection

If the host disappears unexpectedly, simply continue from the point reached in the host script until they return. There is no need to restart or explain at length.

The co-host role

The co-host is there to support the host and the smooth running of the meeting, rather than to intervene unnecessarily. A calm, unobtrusive presence is usually the most helpful contribution.