

Practical resources for co-creation events

This is the thorough list of the variety of practical resources that is necessary for carrying out a physical co-creation event like a workshop

The venue

The venue for the co-creation workshops should feature:

- Large open space with enough room for facilitators and xx people seated at tables,
- Tables hosting participants - Numbers according to your planning and final number of participants. Six to seven participants at each table is the recommended maximum and four the minimum number of participants at the tables. Aim for round tables as they allow for better conversation among all the participants,
- A stage/space from where the lead facilitator can speak (should be visible to everybody),
- Comfortable chairs. Hard plastic chairs might be painful for some participants after several hours. Remember that some participants might be elderly and some might have physical disabilities. Therefore, consider padded chairs, check accessibility, e.g. for wheelchairs,
- Wardrobe facilities,
- A place to get food and drinks.
- Toilets. The location of the restrooms should be clearly indicated. In addition to lunchtime and other breaks, the participants should be informed that they can leave the table to go to the toilets at any time.
- Outdoor facilities for those wanting to smoke or in need of fresh air.

Technical equipment

Think about what you need from the following list:

- One computer for presentations and at least six notebooks for each table and two as back-up plus 6 USB sticks,
- Microphone and loudspeaker system, if required,
- Big screen or monitor visible to all participants,
- Projector (compatible with the computer),
- Good sources of light that can be dimmed during video presentations,
- Video recorder and a camera for documenting the event,
- Printer and copying machine,
- Pin boards and pins, Flipcharts with flip chart paper (one for each table) and markers.

Catering

Food and beverages are important for the well-being and motivation of your participants. The participants should have access to food and drink throughout the day, so that they have the necessary energy to discuss and be creative. Some participants may have personal food requirements. There may be people suffering from allergies (lacteous, gluten, etc.), vegetarians, and peoples with religious requirements. In order to meet special needs, participants are given the opportunity to declare these needs when they send in the application form for attending the event. The catering needs depend on the final program, but could consist of:

- Breakfast
- Lunch
- Fruits, snacks & sweets, coffee, tea, soft drinks, water available all day
- Take away food when the co-creation workshop ends

Dining facilities such as plates, glasses, cutlery, etc. should be in place. Water and glasses should be available at each table. The head facilitator should inform the participants on when the break are planning, and should explain the working lunch concept to the participants.

Materials

To be printed before:

- Table numbers to put on the round tables
- “Rules for good dialogue” to put on the round tables (See further on in the document)
- Copies of the background information material, in case some participants did not bring their own
- Name tags for participants (could be stickers they can write their name on)
- Name tags for group facilitators and all other staff: Make sure these either have a different colour, AND that you introduce all additional staff clearly at the beginning of the meeting.
- A sign for the plenary entrance (if necessary)
- A list of participants

Available at each round table:

- 2 sheets of “Rules for good dialogue”
- A paper describing the group facilitator role (see description of role further on in this document)
- 6-7 notepads + pencils/pens

For distribution at check in:

- Name tag with table number
- Folder with:
 - Programme for the day (SHORT version)
 - (Participant list (if this is the general practice in your country)) – can be left out.
 - Reimbursement forms (if you reimburse their transport expenses)
- Copy of the information material, in case the participants have forgotten their own

Rules for a good dialogue & deliberation

It is vital that the participants feel respected and are comfortable with engaging in the dialogue at the event(s). You should therefore encourage the deliberation process by making sure that participants are familiar with the rules for good dialogue. The rules are:

- If you’re there as a citizen, think as such/a member of the community and not solely on personal interest
- Treat everyone with respect
- Listen carefully to what others have to say, and ask into details
- Do not interrupt each other
- Take part in the discussion
- Focus on the subject
- Keep comments brief and to the point
- Take a break when you need to

The rules should be announced in plenary by the **head facilitator** and thereafter it is the responsibility of the **table facilitators (if you have them, otherwise the responsibility is the head facilitators all along)** to make sure the rules are followed at each table. It is important to make sure that the participants feel free to speak and express their views in the dialogue at the table. A print of the rules should be placed on each table to remind everybody to follow them.