

## Template | Creating a detailed manual for a co-creation event

A detailed manual for a co-creation event (e.g. a workshop) contains the planning of the day. It includes almost minute to minute instructions on **who does what when**, the **materials needed** for the event, the person/roles responsible for collecting and bringing them, details on who will welcome the participants, and how they will be guided through the event.

There are different ways to go about it, but an easy and manageable way is simply to make and fill out a table. Tables are good because they can provide a clear overview and are easy to navigate in.

In the table below, we have tried to fill the first parts of it out with some fairly generic agenda points for a co-creation event like a workshop. This is both because they will both likely be relevant for your event, and they function as examples that show how detailed the descriptions of the instructions should be. We have left room in the table for you to fill out the remaining parts of your actual agenda points.

Time	Point on agenda	Description
	Participants arrive	Facilitator (and if any assistants) <ul style="list-style-type: none"> <li>- Receive the participants and help them find their place. Make sure they can make a name tag from materials you have ready.</li> </ul> Before the meeting: <ul style="list-style-type: none"> <li>- Make sure the technology works (PP)</li> <li>- Make sure refreshments are readily available</li> <li>- Make sure there are pens, paper and 'rules for good dialogue' distributed on the tables</li> <li>- Make sure everyone signs the attendance sheet</li> <li>- Make sure everyone signs the paper of agreement or non-agreement for pictures and use of data</li> </ul> Consider if you have the opportunity to take pictures. Remember to ask for permission.
__: __ - __: __ (15 Min.)	Welcome	The facilitator welcome everyone, makes sure to <b>tell everyone his/her name and role</b> , and explains the background for the event, purpose of the day, the program, what will happen with the results and explains <ul style="list-style-type: none"> <li>- How about the food?</li> <li>- Where are the bathrooms?</li> <li>- Can we take your picture?</li> <li>- What are rules for good dialogue?</li> </ul> Allow time for <b>practical</b> questions – questions of content will have a place later

<p>__: __ - __: __ (10 min)</p>	<p><b>Introduction at tables</b></p>	<p>In order for the participants to feel comfortable, it is important to give them time to introduce themselves to each other.</p> <p>The facilitator should be the good example. The facilitator will therefore begin the introductions by repeating his/her name, telling what he/she finds interesting about the topic(s) of the event.</p> <p>Then the facilitator encourages the participants to do the same around the tables (not in the plenary). For this there is a 'talking stick' on the table (it can be a pen with a coloured Post-It). Whoever holds the talking stick is the one introducing him/herself, with name and a few words about the persons motivations to participate in the event. The participants can choose who they will pass the 'talking stick' to next, just as long as everyone gets to introduce themselves. on it the facilitator walks around to make sure everyone is doing the introductions.</p>



## MATERIALS

It can be easier to remember to prepare and bring the materials needed for your co-creation event(s), if you make a checklist. The list below includes some common necessary materials for physical events. It also has space for you to add the additional materials you need to carry out your co-creation event.

### To be printed before:

- Table numbers to put on the round tables
- “Rules for good dialogue” to put on the round tables
- Copies of the information material, in case some participants did not bring their own (if you have developed and provided the participants with some)
- 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
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### 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
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### 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 (if you have developed and provided the participants with some)
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