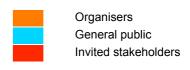


Sample timetable Collaborative design workshop

Three stage event Open house evening 1-Day workshop for key stakeholders Report back evening



DAY 1 TUESDAY OPEN HOUSE

| | 14.00 | Setting up | Room arrangements. Delivery of equipment and supplies. Erection of banners and signs |
|--|-------|----------------------------|--|
| | 18.00 | Review | Arrangements |
| | 19.00 | Arrivals | Review exhibition, refreshments |
| | 19.30 | Introduction & briefing | By organisers and experts |
| | 20.00 | Open house | Interactive displays, questionnaires, networking |
| | 21.30 | Close | |

Interim period - several days

| Analysis | By organizers. Review of open house results. Preparation for key stakeholder workshop | |
|----------|---|--|
|----------|---|--|

DAY 2 FRIDAY STAKEHOLDER WORKSHOP

| 08.30 | Set up | By organizers and facilitators |
|-------|-------------------------|---|
| 09.00 | Registration | Coffee and exhibition viewing |
| 09.30 | Welcome | By organisers or politician andfacilitators |
| 19.45 | Briefings | By politicians, officials and consultants |
| 10.40 | Coffee break | |
| 10.55 | Key issues workshops | Discussion on groups |
| 11.25 | Key issues plenary | Report back from groups |
| 12.00 | Site reconnaissanc e | Walk or coach tour |
| 13.00 | Lunch | and exhibition viewing |

DAY 2 FRIDAY

CONTINUED

| | 14.00 | Design workshops | Working in groups |
|--|-------|---------------------|--|
| | 15.30 | Tea break | |
| | 16.30 | Design plenary | Report back from groups |
| | 17.00 | Next steps | Statement by organizers. Brief discussion perhaps. |
| | 17.30 | Event close | Refreshments and networking (optional) |

Interim period - several days

| Analysis | | By organizers. Review of workshop results. Preparation for report back presentation | |
|----------|--|---|--|
|----------|--|---|--|

DAY 3 MONDAY REPORT BACK

| | 16.00 | Setting up | Room arrangements. Erection of additional displays |
|--|-------|--------------|--|
| | 18.00 | Review | Arrangements |
| | 19.00 | Arrivals | Review exhibition, refreshments |
| | 19.30 | Presentation | By organisers and experts |
| | 20.00 | Debate | Questions and discussions |
| | 20.30 | Networking | Exhibition viewing and feedback. Refreshments. |
| | 21.30 | Close | |

Interim period – several days

| | | | | | | | | | | Event report and record | | Circulation by organizers. Paper and web versions. | |
|--|--|--|--|--|--|--|--|--|--|-------------------------|--|--|--|
|--|--|--|--|--|--|--|--|--|--|-------------------------|--|--|--|