

Sample timetable Collaborative design workshop

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

- Organisers
- General public
- Invited stakeholders

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
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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 and facilitators
			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 reconnaissance	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
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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.
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