

Planning a meeting (schedule on page 2)

Theme for the workshop	
Originator Name, telephone number, e-mail	
Schedule	
Participants & roles Name, organisation, e-mail	
Physical environment Place Layout	
Background	
Purpose	
Issue	
Desired outcome What do we want to achieve and why?	
General suggestion för content E.g. inspiration Education Experience-based ideas Focus	
How can we make sure that the participants have been given the right info before the exercise?	
Whose job is it to oversee the post-meeting work? How can we make sure that we maintain communication with the participants and other interested parties?	



Schedule

	Specified content	Material	When & Who
Introduction			
Agenda			
Presentation of participants			
Warm-up Rules Ice-breaker			
Issue			
Focus areas			
Idea generation			
Idea development			
Idea evaluation			
Action plan & Implementation			
Summing up & evaluation			
What to do next			

