

Workshop Logistics - Venue & Stationery and printing

<p>Venue set-up</p>	<p>The 100-Day Challenge workshop is designed to be engaging and collaborative, which involves breakaway group discussions and people moving around in the space.</p> <ul style="list-style-type: none"> • The best venue will have tables for people to sit in small groups. • The most difficult set-up would be an auditorium, classroom or boardroom with a big table because this will make movement and group work difficult.
<p>Printing & Stationery</p>	<p>Documents to be prepared & printed for the workshop</p> <ul style="list-style-type: none"> • Agenda • Attendance register <p>Online documents</p> <ul style="list-style-type: none"> • Workshop feedback survey - Mentimeter <p>Stationery needed</p> <ul style="list-style-type: none"> • Flip-chart stands and enough paper and markers - check if you have enough for the team to use and for your templates. • Post-it notes • Paper and pens for participants <p>Equipment needed</p> <ul style="list-style-type: none"> • Projector and screen for slides with sound to play the videos - test this before the workshop and download videos in case of Wi-Fi problems during the day. • Back-up power supply, if possible <p>This is not a business-as-usual workshop or training, so do not print the slides.</p>
<p>Equipment</p>	<p>Equipment needed</p> <ul style="list-style-type: none"> • Laptop with slides • Projector and screen for slides with sound to play the videos - test this before the workshop and download videos in case of Wi-Fi problems during the day. • Back-up power supply, if possible
<p>Refreshments</p>	<p>Water for the tables and refreshments based on the duration of the Workshop</p>