

# Planet Diversity WORKSHOP INSTRUCTIONS

10 to 12 workshops will be conducted every day (30 to 36 all together) between 11:30 and 16:00. In between there will be a lunch break (starting between 12:30 and 13:00), allowing for informal discussions. These workshops are the centrepiece of networking and cooperation between the participants and their results will decide upon the success of this conference.

In general, the workshops should bring together interested participants from different realms and regions and allow for their active participation and contribution. Workshops are designed to allow for discussion and interaction, which should be creatively prepared. They should not be overloaded with presentations. We hope that workshops will result in concrete suggestions for ongoing collaboration and networking.

The success of the workshops depends on self-organisation of the participants and good preparation in advance.

The Secretariat will not be able to provide more than logistical support and needs one responsible representative to relate to with respect to organisational aspects. We will do our best (but cannot guarantee) to organise whispering translation for participants who cannot follow the main language of the workshop.

Should there be more suggestions for workshops than can be accommodated, the Planet Diversity Core Group (composed of representatives from the local organising committee and the international advisory committee) will decide on the selection of those workshops that will be provided with a room and facilities. Very small working groups could eventually be added. Rooms are available during the evenings for exceptional meetings. Final allocation of rooms and time will take into account participants responses and interest in April.

In general, we believe that a successful and inspiring workshop needs the following

## I) PRODUCTS:

- 1) An **outline** of the goals, topics and presentations, which are presented on the website
- 2) An opportunity to comment, contribute and to register for the workshop which is now online and should be checked and maintained regularly by workshop organisers
- 3) An **overview of active participants** and the languages they speak (based on their general registration and their registration for the workshops) to be compiled by **April 21st** (for allocation of rooms and organisation of translation)
- 4) A **list of media** and tools needed (powerpoint, Video, Slides, Flipcharts etc.) also by **21 April**
- 5) A **list of key documents** needed during the workshop (including presentations) by **1st May** (copy work for 30 workshops will not be doable last minute)
- 6) A **brief wrap up** right after the workshop (1 page), which can be distributed to the participants in Bonn and a **full documentation** to be compiled after the event

## II) PERSONS:

- 1) One or more **organisers** making the thing happen, bringing the presenters together, providing preparatory documents for the workshop webpage etc. There should be one contact point (email address) for each workshop
- 2) An experienced **facilitator**, who may well be a different person, ensuring the smooth and participatory operation of the event itself, taking into account the time available and the meeting's intercultural nature
- 3) A **communications facilitator** who looks after the languages spoken and the needs for translation, which will mainly depend on volunteers, whispering to groups not mastering the workshops language
- 4) A **minute taker**, definitely a different person, exclusively concentrating on preparing an immediate wrap up as well as ensuring full documentation (presentations etc.) and also ensuring that preparatory documents are available to the participants
- 5) **Presenters** should be integrated in the preparation in advance to ensure their contribution really hits the point, matches the timeline and fits the goals

These persons should form a **team** working together on the preparation of the workshop, starting **April 14** at the very latest (the earlier the better actually) and wrapping up the results right after the workshop.