

General Checklist for Workshop Planning

This is a orientative list of tasks to consider in planning the workshop, but you should be sure to consider the specific context and situation of your event as you develop your planning.

Four to six months before the start of the workshop

- Familiarise yourself with the Toolkit to develop a clear sense of what resources (inputs) you will need to run the workshop.
- Identify an organising team, including facilitators, and establish clear roles.
- Decide upon an M&E plan for the workshop.
- Decide on the schedule you will use for the workshop, for all three blocks.
- Select start and end dates.
- Develop clear and transparent guidelines for nomination or (if using an open admissions call) selection process.
- Select (and reserve or acquire, if necessary) a platform or approach for the distance blocks of the workshop.
- Select and reserve a physical location for Block 2 of the course.
- Set nomination or application deadlines.
- Develop and circulate materials to advertise the workshop, including clear guidelines for the selection process.

Three months before the start of the workshop

- Complete selection and nomination process and inform selected and non-selected students of their status.
- Determine any travel or visa needs of facilitators and / or participants.
- Begin travel reservation (transport and accommodation) and visa application process.

Two months before the start of the workshop

- Test platform or approach for distance blocks of the workshop.
- Confirm physical classroom spaces.
- Order catering, if necessary, and / or plan how participants from out of town will have meals.
- Organise any social events or activities that you may (optionally) choose to include in the workshop.
- Meet with facilitating team to begin adapting materials to context / experience.

One month before the start of the workshop

- Send welcome message and relevant Toolkit materials to participants.
- Ask students to complete the Pre-Workshop Questionnaire
- Begin following timeline for communication with students during Block One

Two weeks before the start of the workshop

- Discuss feedback from Pre-Workshop Questionnaire and the Data Collection Template with facilitating team and make necessary adjustments.