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| Name | Knowledge fairs and exhibition |
| Brief Description | Knowledge fairs are excellent opportunities to foster informal networking and problem solving while bringing a diverse group of stakeholder together. The more diverse, the better for the purpose of such an event. They are ideal to share a vast amount of information with high numbers of people and with limited time. Knowledge Fair is particularly recommended when there is a lot of information to share with a lot of people and participants need a broader perspective, as well as an opportunity to interact on a one to-one basis on specific topics They normally include interactive sessions with some sort of marketplace or exhibition space. |
| Methodology | <p>Before the Event:</p> <ul style="list-style-type: none"> • Set a specific theme and select speakers and the presenter for the main session • Provide a disposition map in the venue for presenters of different exhibitions • Set the agenda and, if present, the subsession • Prepare all the logistical material needed <p>During the Event:</p> <ul style="list-style-type: none"> • Provide timely and concise logistical information to participants, speakers and staff • Provide logistical support to speakers and to the presenter • Be prepared in case of technical problems |
| Estimated planning time needed: | >80h |
| Estimated budget needed: | Large - main entries:venue costs; travel allowances,, such as travel tickets and night stay; catering; speakers pro bono fee |
| Objective | <ul style="list-style-type: none"> • Knowledge exchange • Networking • Dissemination of outcomes • Peer-to-peer learning |
| Time estimated: | >6h |
| Target Audience: | All audiences suit this format |
| Number of audience: | >40 |
| Group composition: | Fairs and exhibitions are suitable both for homogeneous and heterogeneous groups |
| Level of Knowledge required and possible challenges | The organiser should have a sound understanding of the subject matter of the fair. The time required for its preparation is often long, as high levels of organization and coordination with participants are often necessary. Advertising and marketing is crucial to make the event cost-effective and the organisers should put special care in avoiding information overload. |

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| Facilitation Skills | Moderate (The role of the facilitator becomes ore prevalent in panels or breakout sessions, but during the exhibition or fair, he is relegated to overseeing and time-keeping) |
| Example | <p>Science is Wonderful! 2019 https://ec.europa.eu/research/mariecurieactions/events/science-wonder-ful_en</p> <p>Circular Cities: Innovating to tackle plastic waste https://plasticircle.eu/news/circular-cities-conference/</p> |
| Relevant sources | <p>Treinen, S. C., Kolshus, K., Matras, F., & van der Elstraeten, A. (2015). Designing facilitation for a knowledge share fair: practical steps. <i>Knowledge Management for Development Journal</i>, 11(1), 57-63. https://www.km4djournal.org/index.php/km4dj/article/view/200</p> <p>http://kstoolkit.org/Knowledge+Fairs</p> |