# Pre-Workshop Setup

## One month prior to workshop

1. Send out and review results of pre-workshop questionnaire. Discuss skill level and needs of participants with workshop sponsors. Make adjustments to agenda and other materials as needed. If participants do not have experience with CSPro, have them go through the getting started guide and/or watch the training videos before the workshop starts.
2. Agree on daily schedule with workshop organizers. Agree on what days you will have full sessions and what days you will have part days sessions. Some organizers like to have session on Saturday. In some workshops people will arrive late the first day and/or leave early the last day. Allow time on day one for opening remarks from sponsors and logistics discussions by organizers.
3. Inform workshop organizers of training room needs:
   1. Internet connection (wifi)
   2. Laptop for each participant
   3. Android tablet/phone for each participant (Android 4.0 or above) plus USB cables.
   4. Sufficient outlets/power strips for participants to be able to charge laptops/phones. If participants coming from different regions ideally use power strips that take multiple types of plugs.
   5. Projector
   6. White board and/or flipchart with markers
   7. Preferred training room layout (tables grouped together or in “U” shape rather than rows)
4. Ask organizers to have latest CSPro installed on participants computers and tablets before the workshop

## 1-2 Days before departure

1. Check in with workshop organizers to make sure training room is equipped, get final list of participants.
2. Print out workshop materials (or have organizers print in-country):
   1. Agenda
   2. Lecture notes
   3. Example questionnaires & specs
   4. CSPro language wall cards
   5. Order of procs cards (cut out)
3. Fully charge and configure tablets to use at workshop

You can use the Google accounts [csprotab1@gmail.com](mailto:csprotab1@gmail.com), [csprotab2@gmail.com](mailto:csprotab2@gmail.com),..., [csprotab4@gmail.com](mailto:csprotab4@gmail.com). Passwords are all cspro1234.

Install the latest version of CSEntry on each tablet plus the GettingToKnowYou application.

1. Packing the following materials:
   1. Printed materials (from step 2)
   2. Tablets, USB cables and chargers.
   3. Spare USB cables in case participants don’t have them.
   4. Electrical plug adapters for tablet charger, laptop and router
   5. Router for sync activity if wifi at training site is in doubt
   6. Tape for hanging up wall cards
   7. Electronic versions of all workshop materials
   8. Latest CSPro installer and Android .apk in case participants don’t have them and there are internet problems

## Upon arrival in country

1. Visit training room to double check that everything is in place
2. Test connection to projector for laptop and tablet
3. Revisit agenda with organizers in case there are additional speakers to add for welcome remarks, logistics, security, late arrivals…
4. Make sure all tablets are charged