

Introduction

Use this document to follow up on tasks leading to the PLACARD workshop in Bristol, UK in Jan 2023.

General process of the workshop

Pre-workshop

1. Send invitation e-mails at least 3 weeks in advance
 - (a) Include a brief blurb about the workshop and what their participation will accomplish
 - (b) Include the minimum level of technology knowledge (can they use a PC, browse the web, etc.?)
 - (c) Include the level of security/privacy of participation and ask for consent
 - (d) Include date, time, duration, and location (if it's TBD make sure to include this info)
 - (e) Include whether their participation will be monetarily compensated
 - (f) Thank them for their time and consideration
2. Once we have confirmations, send another e-mail.
 - (a) Include a brief blurb about the workshop and what their participation will accomplish
 - (b) Include timeline of the workshop
 - i. Introductions (30 minutes)
 - ii. Explaining Phase 1 (15 - 30 minutes)
 - iii. Phase 1 (1.5 - 2 hours)
 - iv. Lunch break (1 hour)
 - v. Explaining Phase 2 (30 - 45 minutes)
 - vi. Phase 2 (1.5 - 2 hours)
 - vii. Concluding remarks
 - (c) Include pre-workshop activity or any other asks

(d) Thank them for their time and consideration

Workshop

Introductions

- Meet and greet with participants
 - **TODO** ice-breaker activity
- **TODO** Go over the general rules and norms

Pre Phase 1 (walk-through, questions, concerns, etc.)

- Explain theme of the workshop
- Explain CLA
- Explain the process

Phase 1

- Process
- Materials
- Facilitators

Post Phase 1 immediate feedback; check on participants

Break

Pre Phase 2 (walk-through, questions, concerns, etc.)

- Identify scenarios
- Explain the game
 - What are the roles?
 - What does each role potentially represent?
 - How should each participant use these roles?
 - What are the rules of the game?
 - * Reverse CLA

Phase 2

- **TODO** Process
- Materials
 - Roles
- Facilitators

Post Phase 2 immediate feedback, check on participants