Task Description

Thank you for agreeing to participate in our study. In this exercise you will be conducting a meeting with a partner to plan an event. Although the event is fictional, we ask that you behave as though you were intending to follow through with your plans. Imagine that the decisions you reach have real consequences and conduct the meeting accordingly.

**Goal**

Plan a future workshop together

**Task**

Your task for this meeting is to plan a (fictional) workshop together with your partner and decide on important details about the event. By the end of the meeting, you should have made decisions about major aspects of the event and assigned tasks for each partner.

**Things to consider**

During the meeting, the two of you should decide on as many details as possible. You should:

* **Choose an appropriate topic** for the workshop that relates to both of your areas of expertise – perhaps come up with a catchy title that conveys your chosen theme. (Please only spend a few minutes on this).
* Select some **placeholder dates** when the workshop could take place
* List several **participants** who you would like to invite, including both **speakers and attendees**.
* Decide **how long** the workshop should be, and the motivation for this choice (A single day? Multiple days with individual themes?).
* Decide on a **draft schedule and format** for the workshop (e.g. will there be interactive sessions? Where will it take place?).
* **Distribute jobs** between one another, such as who will email certain attendees or contact potential venues.
* Discuss any **additional details** that you feel are relevant.

Try to be as detailed as possible within the allotted time.