# Ideation Session Setup Guide (for Miro)

This guide helps you set up and facilitate a virtual ideation session using Miro. It includes recommended structure, tips, and sample layouts to maximize creative output in remote design workshops.

## 1. Define the Session Goal

* Clarify the design challenge or prompt.
* Example: “How might we improve the onboarding experience for new users?”

## 2. Prepare the Miro Board

* Add frames for each activity: Icebreaker, Problem Overview, Brainstorm,
* Voting, Next Steps.
* Pre-load sticky notes, icons, and text boxes.
* Label sections clearly for async participants.

## 3. Suggested Structure (60–90 min)

1. Welcome & Warm-Up (5–10 min)
2. Challenge Briefing (10 min)
3. Ideation Round 1 – Individual (15 min)
4. Share & Cluster Ideas (10 min)
5. Ideation Round 2 – Group (15 min)
6. Dot Voting or Prioritization (10 min)
7. Wrap-Up & Next Steps (10 min)

## 4. Facilitation Tips

* Assign a timekeeper and facilitator.
* Keep energy high—use a timer for brainstorm rounds.
* Encourage quantity over perfection.
* Use the “Yes, and…” mindset to build on ideas.

## 5. Post-Session Wrap-Up

* Export the Miro board as a PDF or image.
* Summarize top-voted ideas.
* Send follow-up with action items and captured insights.