

2g. Event Timetable

Sample timetable Stakeholder Participation Day

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|--|-----------------------|
| | Organisers |
| | Facilitator |
| | Workshop facilitators |
| | Invited stakeholders |

1-Day event on a Saturday.
Participants – cross section of key stakeholders – invited in advance.
Independent facilitator

DAY 1 FRIDAY SET UP

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|--|--|--|--|-------|-----------------------------|--|
| | | | | 16.00 | Setting up | Room arrangements. Delivery of equipment and supplies. Erection of banners and signs |
| | | | | 17.00 | Facilitator briefing | For organizers and workshop leaders. Run through process. |
| | | | | 19.00 | Dinner | For organisers and facilitators |

DAY 2 SATURDAY THE EVENT

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|--|--|--|--|-------|--------------------------------|--|
| | | | | 08.30 | Set up | By organisers and facilitators |
| | | | | 09.00 | Registration and coffee | And exhibition viewing. |
| | | | | 09.30 | Welcome | By organizer, or politician and facilitators |
| | | | | 09.45 | Briefing | By politician, officials and consultants |
| | | | | 10.40 | Coffee break | |
| | | | | 10.55 | Key issues workshop | Discussion in groups |
| | | | | 11.25 | Key issues plenary | Report back from groups |
| | | | | 12.00 | Site reconnaissance | Walk or coach tour |
| | | | | 13.00 | Lunch | And exhibition viewing. |

DAY 2 SATURDAY
CONTINUED

| | | | | | | | |
|--|--|--|--|--|-------|----------------------------|---|
| | | | | | 14.00 | Design workshops | Working in groups |
| | | | | | 15.30 | Tea break | |
| | | | | | 16.00 | Design plenary | Report back from group |
| | | | | | 17.00 | Next steps | Statement by organizers. Brief discussion perhaps |
| | | | | | 17.30 | Event close | Refreshment and networking (optional) |
| | | | | | 18.00 | Clear up and review | By facilitators and organisers |

Interim period - several weeks

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| | | | | | | Event report | Produced and circulated as soon as possible |
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