

- Minimise access problems/parking .travel
- Lunch included/excluded
- Travel options advice. Car,bus, train, car parks
- Practical requirements. Pen,pad, pencils, calculator etc.
- Dress code
- No distractions from phone, messages
- No distractions - bad light/neat, noise
- Ambiance
- Delegate list
- Comfortable suitable seating for delegates
- Away from place or work
- Basked for laptops/phones - no fiddling
- Venue is clean, spacious with good facilities relevant to activities and participants
- Room premises suitable for audience
- Stimulating/inspiring environment

- Pace, let the slower ones stay with the rest
- Process
- Direction
- Follow and respond to the energy in the room.

- Include multiple modes of learning I.e. Listening, watching, doing (games), discussion
- Be responsive to participants. Use a variety of ways to enable interaction and participation.

- Some sort of understood ground rules for engagement

- A starting energy check/clear away mental

- Opportunities for breaks/catch up/reflection

- Slides available before - prepare questions
- Timings. Starts, breaks, finish
- Agenda (clear)
- Relevance
- Some fun
- Knowledge
- Good facilitator (full involvement)
- Start where people are at.

- Communications are clear, timing and concise
- Any pre-workshop preparation or reading sent in advance with time to do it and clear instructions.

- Clarity

- Aim
- Agreed purpose for the workshop
- Purpose and objective of the sessions. Clear on outcomes where and how the outputs will be used.

- Appropriate technology
- Stock of media such as pens, paper, post its etc.
- Working equipment, plenty of resources (people who know how to use the equipment/technology).

- Time to draw up conclusions as a group e.g. Why did we play that game? What did we learn?
- Follow up actions actually happen
- If actions agreed, accountability form making them happen is agreed.