**Do this in the week before the session**

**SET EXPECTATIONS WITH ATTENDEES**

1. Invite your team/coworkers to the workshop sessions. We’ve provided a sample email template to make this step easier.

   The sessions can be done in two separate meetings (60-90 min each) or one meeting of 2-3 hours. For the Ideation workshop, schedule two 60-minute meetings (or one 2 hr. meeting). For the Prototyping workshop, schedule two 90-minute meetings (or one 3 hr. meeting). For the Presentation workshop, schedule one 2 hr. meeting.

2. **Let them know this is going to be different than a typical meeting.** They should come ready to jump in and try things. No laptops allowed. It will be active, fast-paced, structured, and fun!

   They will learn and practice new design tools and then apply these tools to real work challenges.

**FOR THE SECOND SESSION: GIVE PRE-WORK TO ATTENDEES**

In the second session of the Ideation and Prototyping workshops, attendees will apply tools to a real project.

Make sure each attendee has the pre-work sheet, so they come in having thought about challenges they want to tackle. Typically, you would give them the pre-work at the end of the first session.

- If the session is a team that works together, you may choose the topic you want everyone to work on. If so, provide your own directions on how you want them to do the pre-work.

**Do this the day of the session**

**GATHER MATERIALS**

- Print the workbooks (A3 or 11”x17”, single-sided) for your workshop. Print one workbook for every two people.
  - For Ideation and Prototyping workshops, there is one workbook for the “Practice” session and one for the “Application” session.
  - For Ideation and Prototyping workshops, print one pre-work assignment sheet for each person (to be given at the end of “Practice” sessions).

- Set aside a felt pen (Sharpie, e.g.), tape and a sticky note pad for each person.
  - For the Prototyping workshop, gather basic materials: scrap paper, markers, clips, tape, aluminum foil, and anything else you want.

- Cue up the workshop videos and make sure your projector and sound are working.

**SET SPACE**

**Active posture:** Set space for people to act and move. Get people more upright (stools ideal!); avoid large, armed office chairs.

**Collaboration orientation:** People will work in pairs. Set up so the two people in each pair sit next to each other (not across a table) and have some space to stand and build.

If at all possible: remove excess chairs and large conference tables; disrupt the norms for a typical meeting.