



**Deliverable D 34 - Guideline for effective project-specific dissemination workshops for target groups staff from all links of the biogas supply chain**

## **- WORKSHOP GUIDELINE -**

# **How to plan and execute a workshop**

## HOW TO PREPARE A WORKSHOP - Workshop guideline -

### ➤ **Goals of workshop**

- Establish and cultivate contacts between groups of participants
- Exchange of knowledge of experts with low expenditure
- Advisory and informing function
- Obtain feedback
- Raise of ideas, issues and opportunities
- Improvement of solutions

## HOW TO PREPARE A WORKSHOP - Workshop guideline -

### ➤ Preparation of workshop

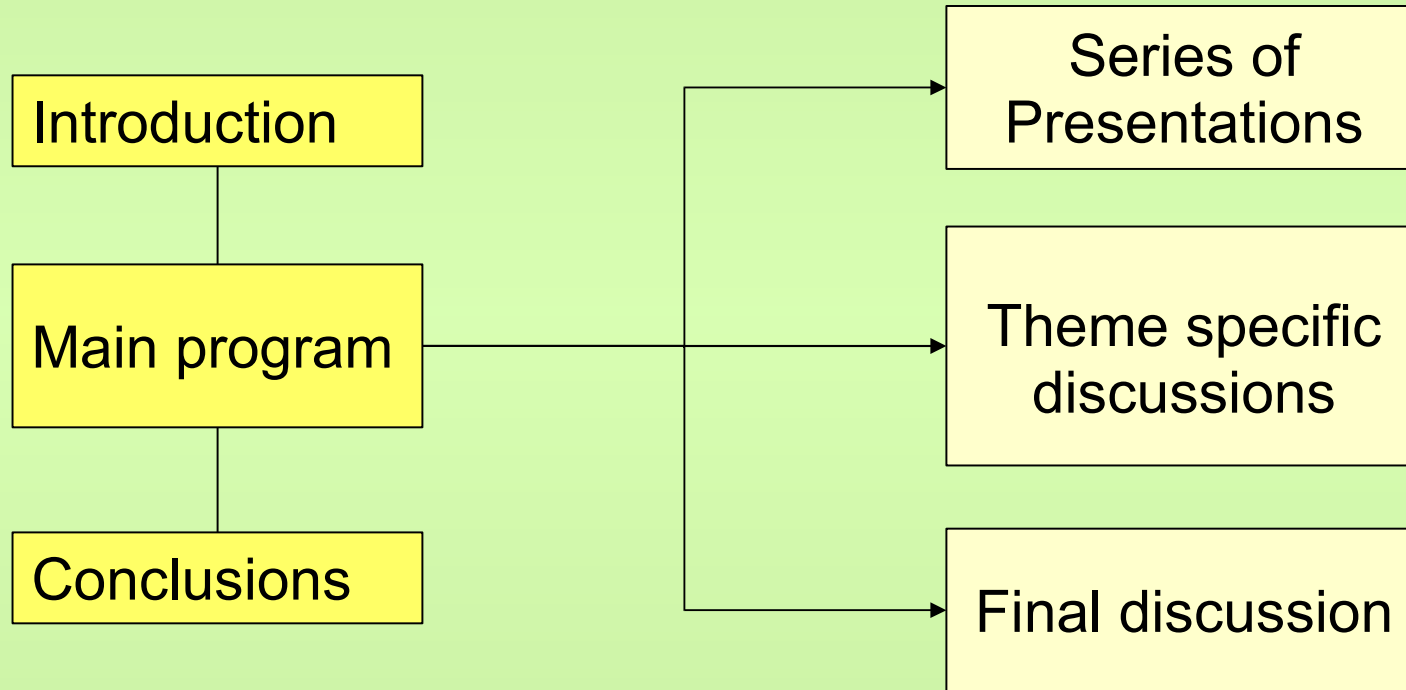
- Formulating the topic
- Identifying the target audience
- Definition of the total and partial purposes
- Checking and completing contact addresses
- Fix a day and time
- Decision about presentation form:
  - Paper Presentation (give handouts)
  - Poster Presentation
  - AudioVisio Presentation or individual submission forms
- Informing target groups
- Structuring the progress of workshop
- Compile a Workshop Program

## HOW TO PREPARE A WORKSHOP - Workshop guideline -

- **Requirements**
  - List of participants
  - Locality depending on number of participants
  - Name tags
  - Equipment such as
    - Data projector and laptop
    - Flip Chart
    - Overhead projector
- **Documentation** (notes, lessons learned, minutes)

## HOW TO PREPARE A WORKSHOP - Workshop guideline -

### ➤ Workshop execution



## HOW TO PREPARE A WORKSHOP - Workshop guideline -

**The workshop requires a facilitator (internal or external) who leads through the steps of the workshop:**

- (1) Introduction: Welcome and Preparation the workshop
- (2) Presentations of each work group
  - What? status report, drawing conclusions, planned activities,
  - How? transparent reporting, Workshop presenters should have a handout available
- (5) Open discussion (problems and scoping of possible solutions, strategy development)
- (6) Conclusion: give summary, noting any issues, future strategies, further project activities, needs of a further workshop in a certain time

## HOW TO PREPARE A WORKSHOP - Workshop guideline -

### Contents of the presentation

- start/end of the work package; participants
- Aim of the work package (WP)
- Results/Deliverables of the WP (if possible involving responsible partners)
- Next steps
- Serious bottlenecks



## HOW TO PREPARE A WORKSHOP - Workshop guideline -

<b>8 weeks before</b>		<b>workshop</b>
first contact between organizer and partner (host of the workshop) reserve the hotel rooms		
<b>6 weeks before</b>		
participation inquiry ( of all partners ) publish important hotel and other data (sending via e-mail and upload to an internet site) every participant books own hotel room Inquiry about the presentations and inform about the time set for the presentation		
<b>4 weeks before</b>		
the presentations have to be sent to the organizer confirmation of participants to workshop organizer will send a draft agenda to all participants		
<b>2 weeks before</b>		
upload the final agenda upload the presentations on a internet site for download and discussion during the workshop send last reminder to participants about confirming attendance		
<b>1 week before</b>		
Organizer and host of workshop discuss last details by telephone		
<b>Schedule of preparation workshop</b>		