

## Preliminaries

- **Appropriateness** – Is Open Space right for our purpose?
- **Type of Event** – internal? Public? Commercial? Number of participants, general expectations
- **Theme** – Is there a clear focus, and pressing need, but with sufficient room for imagination?
- **Organisers** - Who is the organising team & sponsor? Determine roles. Support team – roles?
- **Purpose** - Is the need / purpose / theme clear? → Invitation (ideally frame theme as a question)
- **Participants** – Who are potential participants, who are stakeholders and other affected persons
- **Event Date** - Determine date, duration and start time (how world time zones affect schedule)
- **Offline Participation** – are some participating together in situ (hybrid), if so what arrangements?
- **Online platform** - Default **QiqoChat** (designed for OST), is there need for different platform?

## Initial Event Set-up

- **Booking platform** (Eventbrite?), budgeting, cost, ticket price
- **Event promotion** – Type of publicity, Target audience, means of promotion
- **Platform Draft** – First simple draft of Event platform page, operational for teams
- **Invitation** – Does it evoke participation, with clear place, time and readiness to work?
- **Time** – Has enough time been allotted to achieve purpose (1 – 3 days)?
- **Refreshment** – Allowances for breaks, incl for food and drinks, considered in scheduling?
- **QiqoChat Tracker** – Set up initial tracker, clarify overall design needs
- **Post Event** – What post event follow up is needed, return to space or shift to Community?
- **Schedule** – Number and lengths of sessions, probable number of breakout spaces desired
- **Call to Action** – Design clear invitation with clear link to registration, send out

## Online Platform Design (QiqoChat)

- **QiqoChat** – Closed (registered), restricted or open event, ease of access, security
- **Accessibility Needs** – IT literacy, connectivity, impairments, translations, other needs
- **Platform Sign-in** – need, ease, registration lobby, pre-event access, participant photos?
- **Main Room** – Design main room to be welcoming space with clear orientation & navigation
- **The Market Place** – Design of Agenda wall (topic, convenor, place / time), tools (Xcel, Miro,...)?
- **Break out Rooms** – number of rooms required, what tools required for each, naming
- **Other Spaces** – What other rooms needed (networking, relax, gardens, playground, exhibits....)?
- **Technical Support** – Separate room? Hotline? Support tools? What tech support arrangements?
- **Newsroom / Announcements** – What arrangements (notifications, separate tab in main room)?
- **Record-keeping arrangements** – Google/Etherpad/Miro etc, visual recorders, Zoom recordings?
- **Props / Photos** – special requirements for rooms, tools, audio-visual, photos etc
- **Tracker** – Develop tracker and sequencing for event, refine and update
- **Spares** – spare rooms (hidden), spare docs or spaces, back up materials where appropriate
- **Labelling** – Clear Room, topic, Tab, navigational labelling to avoid disorientation
- **Registration** – Clear functioning link between registration (& payment) and QiqoChat access list
- **Open Space Principles** – designed and set up (see next)

## Open Space Page

- **5 Principles:**
  - Whoever comes are the right people
  - Wherever it happens is the right place
  - Whatever happens is the only thing that could have
  - Whenever it starts is the right time
  - When it's over it's over
- **The Law of Two Feet** - if you are neither learning or contributing then move on
- Be prepared to be surprised!
- Butterflies and Bumblebees – images

## Pre-Event Interaction

- **Registration Deadline** - Early Bird, Full price – make sure participants register on time
- **Participant pre-briefing** - preparing participants for event, expectation, reading, preview
- **Consultation with support teams** – does everyone understand process, incl. joining in?
- **Producer / Facilitator requirements** – ensure facilitators have all they need, special room?
- **Technical Support Needs** – make sure technical support have full access, check needs & role
- **Reminders** – Send out reminders and check out messages to participants
- **Session Output documents** – Etherpad, Googledocs, Miro, Mural, Googleslides etc
  - Minimally should have: Session Title, Space/room, Convenor, Participants, Key points/actions
- **Alternative Notetaking** – have other notetaking tools available on request, esp hybrid case
- **Participant Contact** – available via QiqoChat profiles (no email address displayed), networking
- **Team Briefing** – Arrange training for all from hosting admin team, familiarise with QiqoChat
- **Pre-Event Party** – Encourage participants to visit site to familiarise themselves with navigation

## The Event

- Team – Facilitators, Producers, Recorders, Tech Support as required in place
- Onsite/InTime Troubleshooting – Last minute issues as required
- Warm Welcome – Ready to welcome people into event. Music, game or Taichi?
- Internal messaging – Emergency back-office communications system (e.g., WhatsApp) in place?

## Hybrid Event

- Backbone – in case of hybrid the backbone of the event will still be online QiqoChat
- In situ – a parallel set up created in physical space, with main room and breakouts
- Marketplace and Tools – however people still use online tools via personal laptops
- Movement – participants move themselves in QiqoChat, then physically in real space too
- Conversation – happens through personal laptops, or optionally through large conference screen

## Event Output

Remind participants that all materials, reports etc will stay online for them to access and read/edit notes indefinitely. The Zoom will close after 24 hours for security reasons, but if they are part of a Circle or Community they will be able to continue conversations in Zoom in the Community rooms.

## Post-Event

- Debrief, let off steam, celebrate, learn
- Follow-up: links to outputs as applicable
- Evaluation / feedback request
- Acknowledgement / thank you email
- Next steps: who when why what where how