Workshop delivery checklist

Before the workshop arrive early and:

- ☐ Connect and set up computers, including Wi-Fi
- ☐ Log into the web platform and Mentimeter
- ☐ Load the workshop slide pack
- ☐ Place Quality Urban Space rating guides on tables

Workshop introduction

- ☐ Acknowledge traditional owners (confirm with the client beforehand)
- ☐ Provide a safety briefing (if required)
- ☐ Advise restroom location
- ☐ Provide information about the CRCWSC
- ☐ Outline the purpose and background of the index
- ☐ Provide some information in the client city/area context
- ☐ Key messages
- ☐ Test poll with participants
- ☐ Discuss objectives for the day
- ☐ Discuss scoring process
- ☐ Score indicator Quality Urban Space

During morning tea:

- ☐ Set up two rooms for the concurrent sessions
- ☐ Enter the final indicator scores for Quality Urban Space to the web interface
- ☐ Place rating guides and poll links on tables ready for the sessions – socio-political indicators in room 1 and biophysical indicators for room 2
- ☐ Log into Mentimeter on the computers in each room

☐ Note-takers prepare note-taking documents on their laptops

Indicator scoring

☐ Score indicators

☐ Refer to the rating guides with facilitator notes

☐ Note-takers capture notes

During the lunch break and afternoon tea following the scoring sessions

☐ Update the web interface with the final scores and take screenshots to include in the workshop slide pack for the presentation of results (slide template available in the side pack)

☐ Reconfigure the room to accommodate the entire participant group again for the results presentation

Results presentation

☐ Present and discuss benchmarking results

☐ Refer to city comparison documents to stimulate discussion (providers only)

☐ Allow 10 min for participants to complete participant feedback survey on their devices