

# **SISCODE CO-DESIGN FOR SOCIETY IN INNOVATION AND SCIENCE**

## **DELIVERABLE 7.3: ACTIVITIES POOL FOR CO-CREATION LABS OPEN DAYS**



<b>Work Package</b>	WP7 Engagement and Dissemination
<b>Task</b>	Task 7.4 Co-Creation labs open days
<b>Due Date</b>	28 February 2019
<b>Submission Date</b>	28 February 2019
<b>Deliverable Lead</b>	Ecsite
<b>Dissemination Level</b>	Public
<b>Document Nature</b>	<input checked="" type="checkbox"/> R-Report <input type="checkbox"/> O-Other
<b>Authors</b>	Carmen Fenollosa, Suzana Filipcki-Martins, Andrew Whittington-Davis
<b>Reviewers</b>	Joanna Crispell (Science Gallery Dublin)  Aude Ghilbert (TRACES)
<b>Status</b>	<input type="checkbox"/> Plan <input type="checkbox"/> Draft <input type="checkbox"/> Working <input checked="" type="checkbox"/> Final <input type="checkbox"/> Submitted <input type="checkbox"/> Approved

## Revision History

Revision	Date	Author	Organization	Description
0.1	26/02/2019	Aude Ghilbert	TRACES	Minor changes
0.2	26/02/2019	Joanna Crispell	Science Gallery Dublin	Minor changes
0.3				
1.0				

The information, documentation and figures in this deliverable are written by the SISCODE project consortium under EC grant agreement 788217 and do not necessarily reflect the views of the European Commission. The European Commission is not liable for any use that may be made of the information contained herein.

## Table of Contents

1. Executive Summary .....	4
2. Introduction.....	5
3. How to organise your Open Day(s)? .....	6
4. Activities .....	8
4.1. Ice breakers.....	8
4.2. Dialogue Activities.....	10
4.3. Engagement + .....	11
5. Further readings.....	13

## 1. Executive Summary

SISCODE is an EU funded project aimed at stimulating the use of co-creation methodologies in policy design and the use of bottom-up design driven methodologies to pollinate Responsible Research and Innovation (RRI) and science, technology and innovation (STI) policies. In order to achieve this goal, the consortium is running a European wide research to understand the dynamics within these co-creation environments as well as the outcomes that can be obtained from these approaches. The results will then be compared to devise a set of co-creation methodologies suited for scalability and replication.

Experimentation is a key element for the project to succeed in its objectives. SISCODE is conducting a series of high-impact experiments in real-life contexts that take place in 10 co-creation labs across Europe and are conducted through the implementation of co-creation journeys. As part of their co-creation journeys and their local dissemination plans, the labs will carry out 2 Open Days where they will present, showcase, share, discuss and involve the local audiences in their experimentation work.

*Deliverable 7.3 Activities pool for co-creation labs Open Days* compiles a set of activities that labs can use or take inspiration from to create an interactive and engaging programme for their local audiences. The activities selected are 12 ice-breakers, 14 dialogue activities and 9 engagement activities. Their origins are varied, some were designed for European projects, some were recommended by the consortium partners and some are widely used activities (sometimes with a twist). The deliverable also includes a number of other resources and reads that could inspire the labs.

The list of activities is by no means exhaustive and is rather a taster of the wide range of activities that can be organised to engage the audience with co-creation methodologies and societal challenges.

## 2. Introduction

SISCODE is a Horizon 2020 funded project led by the Politecnico di Milano that investigates the potentialities and the outputs of co-creation through a design-driven approach. The research of the project focuses on the use of co-creation for a better inclusion of society in innovation and science, and for building an evidence-based learning framework meant to integrate co-creation with organisational change mechanisms at the different levels of the science, technology and innovation (STI) governance systems. The project has developed a solid analytical framework that will be accompanied by practical research carried out by 10 co-creation labs across Europe:

- In three Living Labs: Krakow Technology Park (KTP), Krakow; PA4ALL, Novi Sad; and Thess-AHALL, Thessaloniki;
- In three Fab Labs: Fab Lab Barcelona, Barcelona; Polifactory, Milan; and Underbroen, Copenhagen;
- In four Science Centres and Museums: Cube design museum, Kerkrade; Pavilhão do Conhecimento - Ciência Viva, Lisbon; Science Gallery Dublin, Dublin; and Traces, Paris.

Each of the labs is currently working on their own co-creation journey to tackle a societal challenge important for their local context. They are doing so in partnership with the relevant local stakeholders. As part of their co-creation journeys, the labs have developed individual dissemination plans that will be implemented throughout the project lifespan. One critical element of the dissemination at the local level will be the lab “Open Days”. During these “Open Days”, the 10 co-creation labs will open their premises to the local audiences to present, showcase, share, discuss and involve them in the work they are carrying out as part of SISCODE’s experimentation.

The objective of these Open Days is to attract the wider community of citizens and stakeholders to the labs and to display the co-creation methodologies potential as well as to offer them the possibility to experiment within a controlled environment.

Each of labs will prepare a programme of at least 2 days to be carried out with the local communities. The level of engagement of the public can vary and the Open Days can be organised back to back or at different moments during their journeys. Their structure will

vary from one lab to the other but will be linked to the challenge they have picked and to their local environment.

This deliverable wants to serve as inspiration and compiles a set of X activities and X icebreakers that the labs can get inspiration from, use, transform and adapt to their needs and challenges. The reader may find it necessary to refer to Deliverable 3.6 Dissemination plan in the co-creation lab ecosystems.

### 3. How to organise your Open Day(s)?

Before starting to plan the activities, each lab will have to define the objective of these Open Days especially taking into consideration their overall local dissemination plan, challenge and environment. They will also need to decide around which milestones they want to structure them, or what events could help attract more participants. This will help the organiser identify the right set of tools, define the programme and target the right audiences.

Once the organiser has established the objectives and has defined they programme, as well as the dates, they will have to check the available resources (technical, financial, human resources). It will also be important to define what level of engagement each of the labs wants from the participants. The different activities presented in this deliverable serve different objectives and have different levels of engagement with the public.

**Determining your objectives:** the goal for these open days is to reach a broader audience and showcase the results of your work as part of the SISCODE project. However, you may want to go beyond this and involve the participants more actively in your project. Some of the activities selected in this deliverable will be useful if this is what you want to do.

**List of Resources:** include all of the resources that will be necessary to deliver the activities you have planned to achieve your objectives. Create a financial budget, human resources you will need, rooms and materials. Create a timeline.

**Staff:** Define the responsible person for each of the tasks.

**Define the date:** In order to define one or more dates for your Open Day, the coordinator should take into consideration the timeline of the lab activities, the objectives as well as understand the local environment (i.e. if you are planning on involving University students you should avoid exams season). A good strategy to organise the Open Day is to use a hook

that will help you attract media attention to the lab. A good opportunity is using existing activities of your institution, using International Days linked to the challenge, or piggy backing on existing local events or partnering up with other co-creation initiatives or projects in the area. The local partnerships could also serve as a starting point to attract participants and critically, the media.

The United Nations and UNESCO have calendars with lists of international days you could work with ([here](#) and [here](#)).

We have extracted an initial list of events and initiatives related to your challenges:

- International Day of Education: Education, a key driver for inclusion and empowerment (24 January)
- World Health Day: 7 April
- World creativity and innovation day: 21 April
- World design day: 28 April
- World Environment Day: 5 June
- World Agriculture Day: 11 June
- International day of peace: 21 September
- International Day for Universal Access to Information: 28 September
- International Day of Older Persons: 1 October
- World Mental Health Day: 10 October

Other interesting dates:

- #SDG Global Fest 2-4 May 2019
- European Researchers' Night: late September
- Fun Palaces: takes place at the beginning of October
- International Day of Science Centres and Science Museums: 10 November

Sparks tips: To engage a stakeholder group that is not your regular audience you need to frame your communication accordingly, find the multipliers – individuals or organisations that can mobilise the target group(s)- present them the activity and engage them in the development of the activity and in the communication process. The other way around, your regular audience might not always welcome a new type of activity without having been well informed and prepared.

## 4. Activities

The activities described below are divided into ice breakers, dialogue activities and engagement activities. They are described in detail at the end of this deliverable, including, number of participants, duration, tips and tricks, resources needed and expected outcomes.

### 4.1. Ice breakers

#### 1. Name circle

This ice-breaker helps getting to know all of the participants names. All will have to stand in a circle and say their name and repeat the names of the people that said theirs before.

#### 2. Back to back drawing

Participants get into pairs and are seated back to back and are given postcards. Each pair will have five minutes to 'recreate' the postcard using only verbal description, with one partner describing the scene to the other, without sharing the postcard. The facilitator then will mix the first drawings and hand them out one each to the drawers in each of the pairs, ensuring none are going back to the same pair. The originals are not given out and the task is then reversed. Once finished, people should find the drawings based on their description and put them below the picture they held.

#### 3. Birthdays - silent icebreaker

Participants are instructed to form a line, ordering themselves by the chronological order of their birthdays in the year, from 1 January to 31 December. But... to complete this task they are not allowed to talk.

#### 4. Embarrassing introduction



This activity helps to desensitize participants in group activities in which they should be free to say whatever they want, with no fear of judgement.

#### 5. Ball throwing game

Great activity to get people on their feet and energised, while trying to remember each other's names for a minute.

#### 6. Geographical locations

Great icebreaker to get to know people's name and location. Participants will be asked to place themselves in the room as it was a map. The facilitator asks all attendees to shout out their guesses – i.e. this person next to me, where are they from? And people will have to guess, this city or that one etc. etc. Going on through all participants in the room, always guessing location first and then the person introduces their name and origin. It can be done with countries but also with cities, regions, or even neighbourhoods or streets.

#### 7. Unusual fact

For this icebreaker each attendee will have to write down one unusual fact about themselves that nobody would guess. People will be split into teams and the facilitator will pick one by one each fact and read them out loud to the whole group. People will have to discuss them and guess who they belong to. If right, they score one point. There is no official scoring done, just a personal or team celebration when each result is announced.

#### 8. True or false

People in a circle will have to say three statements about themselves, one by one. One of them will be true, the other two will be untrue. People will be then asked to guess which one is true and to vote. The person will be then be asked to share the true statement and tell the story behind it. A second version is also available. Movie Capture

Using film as an interface for bringing experts and publics together can be a way to open up dialogue between participants through a shared experience. This can be the starting point of a longer activity that includes one of the dialogue formats included in this section.

#### 9. Sli.do (or similar tools)

These apps allow ice breaking interactions but specially to collect ideas, opinions and questions both during meetings, roundtable discussions, workshops and events in general.

## 4.2. Dialogue Activities

### 1. Science Espresso

A short and informal talk in which one expert briefly presents a current research, innovation, policy or design topic followed by informal discussions with a small audience, as to facilitate a high degree of interaction.

### 2. World Café

A widespread and simple format to create spaces of dialogue to take place. It can be modified and adapted in a variety of ways to suit the time, amount of people and topic.

### 3. Reversed Science Café

In this format a classic science cafe is reversed by having experts ask questions to the public to get inputs on issues relevant to their work. Here the dialogue is initiated by experts posing questions and listening to answers from the audience.

### 4. PlayDecide Games

PlayDecide is a card game for simple, respectful & fact-based group discussion. It enables players to get familiar with a question, see it from different perspectives and form or clarify their own opinion.

### 5. Science Speed Dating

An activity that gets local stakeholders and policymakers in contact with a bigger number of citizens through short conversations, discovering the local challenges for "real people".

### 6. On the Bench

A brainstorming activity that incorporates a 'talking bench' to encourage people to talk and discuss, but also become active listeners when not on the bench assisting with the development of ideas and concepts.

### 7. Video synthesis

A format for participants to make a short video impression representing a synthesis of what they learned. They can do this in smaller groups, interviewing each other, or doing a short role play.

#### 8. Dixit 2.0

An activity adapted from the official game "Dixit" to help synthesize ideas and to gather insight into each participant's desires and values.

#### 9. The ill-fated tribunal (role play)

This format addresses a societal issue and teaches participants how to use, and thus detect, implausible and biased arguments in debates and judgments.

#### 10. Discussion continuum

Discuss the reasons why the group is rather for or against certain positions.

#### 11. Priority game

Allow to explore the existing knowledge about a topic and the knowledge needed to better forge an opinion.

#### 12. Moving debate

A fun way to discuss, and have a visual understanding of a group standpoint. Can be used as an ice-breaker.

#### 13. The 7 whys

This exercise allows the participants to go in depth in a topic of choice.

#### 14. Seeing through art

A societal challenge is presented to participants through a short presentation followed by an open discussion to get ideas flowing. Participants will then partake in an art session where they draw/paint/build what they think is the root cause of this societal challenge. The pieces are then presented as an exhibit where the stakeholders visit, view and discuss them. They will then vote with coloured beads that will be counted up and a trend of where particular concerns lie will be revealed.

### **4.3. Engagement +**

#### 1. Journal Mapping

A multidisciplinary way to incorporate stakeholders to be part of the whole creative process in building/creating a solution. This method is a way to gather experiences/insights that otherwise may not be given if openly discussed, allowing ideas to be provided in many ways.

## 2. Doll scenarios

A workshop format that allows concerns and solutions to be brainstormed and portrayed through the act of theatre. Using puppets (socks or art figurines), Lego or modelling clay, narratives that display each group concerns and their co-created solution are made.

## 3. Problem Tree

One of the possible variations of a mind map. For this variation the aim is to find the root of the problem by turning challenges (negatives) into solutions (positives). It is a collaborative tool to address concerns and issues that are being experienced by the relevant stakeholders.

## 4. Lego Play

Lego play can be carried out with any craft material (modelling clay for example). It asks stakeholders to think outside the box by building symbolic constructions of their ideas/solutions.

## 5. Lotus Flower

A short brainstorming activity that is structured in a way to get ideas flowing quickly amongst the stakeholders.

## 6. Experiment mixtape

A half-day rapid prototyping bootcamp, the experiment mixtape is a good way to introduce the power of prototyping and testing to your project.

## 7. Mini-campaign challenge

An exercise to help structure the process of thinking about a campaign. It mainly structures the thinking around the steps of a campaign and the connection between a target group, message and channel.

## 8. Transforming Objects

A great way to create transformative ideas around specific desired qualities. It does require some creativity from the participants, but if given some direction and structure through the use of idea cards, it will provide a good starting point for concepts or solutions to be created.

#### 9. Empathy Map

Empathy map is a collaborative tool to gain a deeper understanding into users perceptions and desires.

#### 10. Photovoice

Photovoice is an activity where the taking of photos and video by participants is used as a means of self-expression and personal growth. The activity usually includes people from disadvantaged, ignored, and/or discriminated against communities but it's a method that can also be widened out to other publics. Participants document conditions and problems of their communities in ways that pushes policy makers to make changes.

## 5. Further readings

There are multiple resources online where to find interesting activities to engage citizens. We find the following ones particularly interesting.

- The method section of the design company IDEO is by far the most famous guide on creative techniques. Especially when it comes to finding ways to analyse problems creatively. They also have a number of tools for generating (design) solutions.  
<http://www.designkit.org>
- When it comes to activities about reflective learning, Wageningen University have created an excellent toolkit. We have extracted some of our proposed activities from it, but check this link <http://edepot.wur.nl/439461> for more inspiration.
- The activities developed for the Sparks project have also been a source of inspiration, some of them are classic formats with a twist. We have used some in this toolkit. The complete set can be found here:  
<http://sparksproject.eu/sites/default/files/SPARKS%20TOOLKIT.pdf>

- The Codesign Research Center (CODE) serves as a transdisciplinary academic laboratory in Copenhagen for researchers and graduate students seeking to push the boundaries of design and the social. They have published this toolkit with activities and case studies. The Doll scenario was published here: [https://codesignklynngen.files.wordpress.com/2016/12/rehearsing\\_the\\_future\\_2010.pdf](https://codesignklynngen.files.wordpress.com/2016/12/rehearsing_the_future_2010.pdf)
- The Open University has published an A to Z on creativity techniques that can come in handy: [https://www.mycoted.com/Category:Creativity\\_Techniques](https://www.mycoted.com/Category:Creativity_Techniques)
- The Ecsite website contains a section full of resources. You can filter by type of document (Toolkit or practical guide being one of the options) or search by keyword: <https://www.ecsite.eu/activities-and-services/resources>
- The Action catalogue is an online decision support tool to find the best method for public engagement taking into consideration your project needs. It is an outcome of the Engage2020 project: <http://actioncatalogue.eu/>



**SKSCODE ACTIVITIES  
FOR CO-CREATION  
OPEN DAYS**



# INDEX

Introduction	3
Icebreakers	5
Dialogue Activities	11
Engagement +	26
Acknowledgements	38



# INTRODUCTION

# Co-creation journeys open days

SISCODE is a Horizon 2020 funded project led by the Politecnico di Milano that investigates the potentialities and the outputs of co-creation through a design-driven approach. The research of the project focuses on the use of co-creation for a better inclusion of society in innovation and science.

SISCODE labs have embarked on a co-creation journey to tackle a societal challenge relevant to their local communities. As part of it, the labs will open up their premises, holding activities during “Open Days” for the wider public. This deliverable wants to serve as an inspirational tool, with activities going from icebreakers, to engaging dialogue activities to present, showcase, share, discuss and involve the wider community in the work they are carrying out as part of SISCODE’s experimentation.



# ICEBREAKERS

# NAME CIRCLE

## DESCRIPTION

**Step 1:** All participants stand in a circle.

**Step 2:** The moderator tells them that people feeling sleepy should be towards their left and that people feeling awake and dynamic should stand more on their right.

**Step 3:** The moderator starts by saying their name, then the person on their left has to repeat that name and add their own; then the next person does the same but adds their name.

**Step 4:** This continues until the last person in the group has to say everyone's names and their own. This ice-breaker can be supplemented with moves, making it more inclusive (for the hearing impaired); or with alliterations. For example: Amazing Alexia, Joyful Julie, Reactive Rachel, etc.

## INGREDIENTS

- None

# BACK TO BACK DRAWING

## DESCRIPTION

**Step 1:** Participants get into pairs and are seated back to back. The facilitator gives one person a postcard and they are asked to not share it with their partner but to study it for a few minutes; the other person gets a piece of paper and a pen.

**Step 2:** The facilitator explains that as a pair they have five minutes to 'recreate' the postcard using only verbal description, with one partner describing the scene to the other, without sharing the postcard. After no more than 10 minutes, the facilitator stops the exercise and asks the drawer to hand them their drawings and the originals.

**Step 4:** The facilitator then mixes the first drawings and hands one out to the drawers in each of the pairs, ensuring none are going back to the same pair. The originals are not given out. Reverse the task - partners swap roles and repeat, using the first drawings as the 'new' originals, to produce a second drawing, also based on verbal description only.

**Step 5:** Collect everything and place the originals and all of the drawings on a big table and ask people to find the drawings based on their description and put them below the picture they held. You should end up with arranged groups of three (original, first drawing, second drawing) and see clearly how true the representation is after two rounds.

## INGREDIENTS

- Standard blank A4 paper
- Pre selected post-cards or magazine images
- Range of coloured pens/markers for each pair

# BIRTHDAYS - SILENT ICEBREAKERS

## DESCRIPTION

**Step 1:** Works well with groups of 15-20 people. Participants are instructed to form a line, ordering themselves by the chronological order of their birthdays in the year, from 1 January to 31 December. But... to complete this task they are not allowed to talk.

**Step 2:** This is a good way for people to get to know each other's face and establish contact, as they'll have to use hand signs to understand each other. As the facilitator you'll be able to observe and get a first idea of some of the group's dynamics.

**Step 3:** Once the line is formed the silence is broken and people in the line say their birthdays out loud to check if the group got it right - usually most people are in the right order but there are always a few surprises. If you need to divide your group into sub-groups next, this is a good technique, as people are standing in a line and nicely "shuffled": you can then do the usual assigning of numbers to split them.

## INGREDIENTS

- None

# EMBARRASSING INTRODUCTION

## DESCRIPTION

**Step 1:** This activity helps to desensitize participants in group activities in which they should be free to say whatever they want, with no fear of judgement. The idea is that participants introduce themselves to others by telling them a particularly embarrassing thing about themselves.

**Step 2:** Participants are instructed to form groups in which they will tell the embarrassing story. After all stories are shared within the group, each member of the group share the story of a colleague with the rest of the group.

## INGREDIENTS

- None

# BALL THROWING GAME

## DESCRIPTION

**Step 1:** Participants stand spread around the room / in a circle formation.

**Step 2:** Facilitator starts by saying their name and one surprising fact about themselves.

**Step 3:** The facilitator throws the ball at someone else in the room, and the person who catches the ball says “Thank you **\*\*name\*\***”. Then, they say their own name and one surprising fact about themselves - and go on to throw the ball at the next person etc. Great to get people on their feet and energized, while trying to remember each other’s names for a minute.

## INGREDIENTS

- Ball

# GEOGRAPHICAL LOCATIONS

## DESCRIPTION

**Step 1:** Works great if you have an international crowd. Facilitator stands in one part of the room, says their name and the location where they are from.

**Step 2:** Now, other attendees should walk around the room, placing themselves at the spot where they would fit themselves on the world map - without speaking to each other.

**Step 3:** Once everyone has settled into their spot, the facilitator starts to ask all attendees to shout out their guesses - eg. this person next to me, where are they from? And people guess, Belgium or France etc. etc.

**Step 4:** Then, the facilitator asks: what is your name and where are you from - and the person tells their name and country. Going on through all participants in the room, always guessing location first and then the person introduces their name & country.

## INGREDIENTS

- None

# UNUSUAL FACT

## DESCRIPTION

- Step 1:** Ask all participants to write down one unusual fact about themselves that nobody would guess. Participants are split up in teams.
- Step 2:** The facilitator picks each fact one by one and reads it out loud to the whole group.
- Step 3:** The teams are asked to discuss who this fact might belong to.
- Step 4:** The participant whose fact it is must remain undercover, not revealing to the others that it is their fact.
- Step 5:** Once all facts are read out loud and discussed, each team makes final decisions for each fact and who might be the owner of them.
- Step 6:** Each correct guess is one point for the team, and simultaneously if an individual was able to convince that their fact was given to them, its a 'win' for the individual. There is no official scoring done, just a personal or team celebration when each result is announced.

## INGREDIENTS

- Paper
- Post-it notes
- Pens

# TRUE OR FALSE

## DESCRIPTION

- Step 1:** Get people in a circle and ask each person to share 3 statements about themselves, one by one.
- Step 2:** ONE of these statements must be true, the other TWO must be untrue.
- Step 3:** Ask the group to guess which one of the statements is the truthful one.
- Step 4:** You can also ask a show of hands if the opinion is divided.
- Step 5:** Once the votes are in, ask the person to share their true statement and tell the story behind it, if they'd like to share more.

An adaptation to this exercise could include asking participants to sit down in the circle, and at each statement, to ask the other participants to stand up if they have experienced the statement - finding common interests / synergies between them.

## INGREDIENTS

- None



## DESCRIPTION

**Step 1:** Download the app and then create the pool or the activities you are interested in; several possibilities are allowed. These apps allow ice breaking interactions but especially to collect ideas, opinions and questions both during meetings, roundtable discussions, workshops and events in general.

## INGREDIENTS

- Access to internet

# MOVIE CAPTURE

## DESCRIPTION

**Step 1:** Choose a relevant film related to the topic.

**Step 2:** On completion of the film, the topic can be focused down to the particular societal challenge of choice. This can be done through presentations given by experts in the field (no more than 15 minutes long) or through one of the other activities in this toolkit. Starting with a film opens up dialogue between participants through a shared experience.

Suggestions for films:

- WALL-E for environmental messages
- I-Robot or Matrix which relates to Artificial Intelligence
- Silver Linings Playbook for mental health awareness

## INGREDIENTS

- Projector and Screen
- Film of choice



# DIALOGUE

## CONCEPT

A Science Espresso (SE) is a short and informal talk in which one expert briefly presents a current research, innovation, policy or design topic followed by informal discussions with a small audience, as to facilitate a high degree of interaction.

## STEPS

**Step 1:** Select a topic that resonates with your local environment

**Step 2:** Select an expert in the field. Your expert is key for the success of the event: make sure your expert is highly qualified, well-prepared and ready to listen to the participant's opinions.

**Step 3:** With your expert, select the tangible topics that could be discussed.

**Step 4:** Once onsite, the day of the event, one expert presents its research in 10 minutes and invites the audience to discuss. Your moderator should facilitate the discussion if need be by pointing out possible questions, directing the discussion towards the point of view of an ordinary person, or towards how their research is affecting society etc.

**Step 5:** Discussion for 20-30 minutes.

## IN A NUTSHELL

Participants: 30+  
Duration: 180 mins  
Difficulty: Medium

## INGREDIENTS

- 1 expert
- 1 moderator
- Chairs in circle
- Computer, beamer and screen
- Loudspeaker system if the venue requires it
- Felt pens/ flipcharts

## BENEFITS & OUTCOMES

The objective of a SE is to enable dialogue between the general public and experts representing different areas of research and other science-bound aspects of social interactions. It should help establish new connections contributing to building trust and openness to dialogue.

## TIPS FOR SUCCESS

Keep a very informal atmosphere. Participants should be familiar with the topic to be discussed.

## NOTES

## CONCEPT

A widespread and simple format to create spaces of dialogue to take place. It can be modified and adapted in a variety of ways to suit the time, amount of people and topic.

## IN A NUTSHELL

Participants: 20+  
Duration: 1-4 hrs  
Difficulty: Easy

## STEPS

**Step 1:** Small groups (around 4-5 people) converse together around tables about a common topic/problem they experienced whilst in the lab or pre-determined beforehand for each group. The type of question/s you used to spur conversations are important to think about. Try to think of open ended questions that encourage inquiry and discovery.

**Step 2:** After the first conversation, someone stays at the table as a 'host', while the others move to a new table. The host summarises what has taken place at that table and those who are new share their previous conversations.

**Step 3:** On the table there will be pens and paper to record conversations as they happen, ideas or concepts.

**Step 4:** At the end all the sheets will be pinned up, allowing themes to be drawn from them seeing what concerns people the most.

**Step 5:** Prioritization method can be used, for instance as you go through points raised the group shouts "very important" or "not important" 'No discussion', just stating the groups feelings.

**Step 6:** Multiple rounds can be done, returning to the tables with "very important" concepts and conversations on how to change them. Discoveries will be made from the intermingling of conversations from many stakeholders.

## INGREDIENTS

- Round tables for 4-5 people and chairs
- Flip chart and sheets on each the tables
- Markers + blue tack
- Bell or chime
- Moderator ( & mic)
- Accessories to give a café feeling.

## BENEFITS & OUTCOMES

World Cafe is an easy and classic dialogue activity that broadens the mindset of each person through interaction and collective learning with various stakeholders. Rounds creates a space for people to connect with a number of people, cross pollinating ideas throughout the whole day.

## TIPS FOR SUCCESS

Much like with Science Espresso, keeping the environment informal is key.

## NOTES

## CONCEPT

Reversing a classic Science Café, the Reversed Science Café has experts ask questions to the public and listen to answers. Experts and citizens work together in small groups to formulate solutions to the challenge of making research and innovation more diverse, inclusive and open.

## STEPS

**Step 1:** Define your topic of interest, related to your challenge.

**Step 2:** Find highly qualified, well-prepared experts within your co-creation journeys stakeholders. Experts can be scientists, researchers, engineers, innovators and people who in their professional work represent one of the areas of your challenge. They should bring real questions on issues relevant to their work and that require feedback from the audience.

**Step 3:** Introduce the event, goals, present the experts and divide people into small groups with at least 1 expert, 1 group moderator and around 8 people. You can use a projector to present the local challenge. We suggest having at least 5 groups and no more than 10 pp (10').

**Step 4:** Main presentation by one of the experts to the audience (15').

**Step 5:** Each of the experts is introduced to each of the groups and ask their questions. The moderator also selects one person from the group to write down the results of the discussion in a flipchart (10').

**Step 6:** Groups discuss internally without the experts who leave the tables (20').

**Step 7:** Expert re-joins the groups and the discussion continues (15').

**Step 8:** Audience members visit other groups and learn about their questions and discussions. One of the participants will remain at their table to present the results with the expert and moderator. The rest start visiting the rest of the groups in at least 2 “delegations” (5-10').

**Step 9:** Group outcome exchange. If time allows, groups should exchange their results (30').

## IN A NUTSHELL

Participants: 30+  
Duration: 180 mins  
Difficulty: Medium

## INGREDIENTS

- 1 expert + 1 moderator per group of 8 people
- Tables for 10 pp
- Chairs/flip chart/markers
- Tape/blue tack
- General moderator
- Hot and cold drinks to create a cafe feeling

## BENEFITS & OUTCOMES

The informal style of a reversed science café will help establish new relationships between all audience members including experts. You will be able to produce 5-10 short written recommendations with respect to the local challenge.

## TIPS FOR SUCCESS

Your expert is key for the success of the event: make sure your expert is ready to listen to the participants opinions.

## NOTES

# SCIENCE SPEED DATING

## CONCEPT

An activity that gets local stakeholders and policymakers in contact with a bigger number of citizens through short conversations, discovering the local challenges for “real people”.

## IN A NUTSHELL

Audience: 20+ people  
Duration: 30-60 mins  
Difficulty: Easy

## STEPS

**Step 1:** Begin the session with an interactive presentation, stating the intention of the speed dating, the challenge and the main rules behind the activity.

**Step 2:** Invite the policy makers to give a short 30 seconds introduction of their background/expertise.

**Step 3:** Begin the session by seating local stakeholders and policymakers at the tables.

**Step 4:** Each round will be about 3-5 minutes each. Either the policy makers or local stakeholders can do the moving (60 seconds needed for them to move)

**Step 5:** The session is complete when everyone has spoken with one another.

## INGREDIENTS

- Timer, loud bell or buzzer
- One small square table for every two participants
- Microphone for presentations
- Two chairs per table

## BENEFITS & OUTCOMES

Science speed dating is a great way to brainstorm and generate ideas between policy makers and wider range of local stakeholders. It is a method that is informal, but one that is a high energy social activity that both local stakeholders and policy makers can enjoy.

## TIPS FOR SUCCESS

Providing cards at the table with extra questions on the topic is a good way to encourage lagging discussions.

## NOTES

# ON THE BENCH

## CONCEPT

A brainstorming activity that incorporates a ‘talking bench’ to encourage people to talk and discuss, but also become active listeners when not on the bench assisting with the development of ideas and concepts.

## IN A NUTSHELL

Audience: 8-12 people  
Duration: 30-60 mins  
Difficulty: Easy

## STEPS

**Step 1:** A topic or question is assigned at the start of the activity.

**Step 2:** Some people are assigned to the bench at the start. These people are not allowed to get involved in the discussion. They are only allowed to listen to the other participants discussing.

**Step 3:** Every so often the moderator will switch people in and out of the bench

**Step 4:** After everyone knows how the game works, one of the participants can act as the “coach”, deciding who can come back into discussion and who returns to the bench.

## INGREDIENTS

- 1 moderator
- One bench or table for people to sit on

## BENEFITS & OUTCOMES

This is a great way to manage group discussion: encourage talkers to sit back and observe and in general, have participants be active observers of a thinking process.

## TIPS FOR SUCCESS

Make sure there is a list of questions pre-made beforehand to help aid the discussion along.

## NOTES

# PLAY DECIDE GAMES

## CONCEPT

PlayDecide is a card game for simple, respectful and fact-based group discussion. It enables players to get familiar with a question, see it from different perspectives and form or clarify their own opinion. There are currently more than 350 different games in the platform and users can develop their own.

## IN A NUTSHELL

Participants: 4-8  
Duration: 90 minutes  
Difficulty: Easy

## STEPS

**Step 1:** Preparation. You will find all the instructions to download and play at Playdecide game as well as step by step online support for facilitators on the PlayDecide website: log in at [www.playdecide.eu](http://www.playdecide.eu) and choose “plan a session”.

**Step 2:** Getting started. From start to finish, the game will take about 90 minutes to play. All players will have a placemat in front of them. There are different types of cards that will gradually fill up the placemats.

**Step 3:** Game phase 1: Information. This part of the game takes approximately 30 minutes. In this stage players get familiar with the issue to be discussed, see it from different perspectives and form or clarify a first personal opinion.

**Step 4:** Game phase 2: Discussion. This part of the game takes approximately another 30 minutes. In this stage, players share their first opinion with others and refine their point of view as they hear different arguments and perspectives.

**Step 5:** Game phase 3: A shared group response. This last part will take approximately 20 minutes. This stage invites players to look at issues as a group: what opinions are present in your group? Can you reach a positive consensus on a position?

**Step 6:** If interested, you can upload your results to the website.

## INGREDIENTS

- Printer
- Facilitator
- One A3 white paper
- 15-20 white A4 sheets
- 3-4 green A4 sheets
- 3-4 blue A4
- 2 orange A4 sheets
- 1 yellow A4 sheet

## BENEFITS & OUTCOMES

Playdecide games will give better knowledge of a certain topic to each of the participants as well as help trigger a constructive discussion. PlayDecide also invites players to look at issues as a group and see if they can reach positive consensus.

## TIPS FOR SUCCESS

Providing cards at the table with extra questions on the topic is a good way to encourage lagging discussions.

## NOTES



# VIDEO SYNTHESIS

## CONCEPT

A format for participants to make a short video impression representing a synthesis of what they learned. They can do this in smaller groups, interviewing each other, or doing a short role play.

## IN A NUTSHELL

Audience: 6-12 people  
Duration: 30-60 mins  
Difficulty: Medium

## STEPS

**Step 1:** Participants are divided in smaller groups of 2-3 people.

**Step 2:** First, in groups, participants need to think about what they learned and which message they want to convey in the three-minute video.

**Step 3:** Then the groups will have to develop the images and video shots that will tell their story, by drawing a storyboard.

**Step 4:** They need to collect and organise what they need to have at hand.

**Step 5:** Shoot! The video is filmed in one shot. There should be no editing afterwards.

**Step 6:** (optional) Depending on the group size and available time, some or all, videos are shared to the rest of the group (e.g. ask for volunteers).

## INGREDIENTS

- Video device for each group (tablet, smart phone or video camera)
- Paper Props and other

material that the groups can use to create the animation

## BENEFITS & OUTCOMES

Video synthesis will help groups of people reflect and discuss about the learnings and outcomes of the activities carried out during the day (s) in a fun way.

## TIPS FOR SUCCESS

If not done before this activity may take longer than 30 minutes, so preparation beforehand is needed.

## NOTES

## CONCEPT

An activity adapted from the official game “Dixit” to help synthesize ideas and to gather insight into each participant’s desires and values.

## IN A NUTSHELL

Audience: 5-15 people  
Duration: 30-120 mins  
Difficulty: Medium

## STEPS

**Step 1:** This game is played with a set of cards, showing pictures of science exhibitions or whatever the focus of your brainstorm is.

**Step 2:** Each player starts with a hand of 5 cards. Player 1 picks a card from his/her set without showing it to the other players and says a word or phrase outloud that is connected to the chosen card (e.g. “immersive” or “threat”).

**Step 3:** Each player then picks a card in their own set that they think also relates to this word or concept and hands it to player 1 without showing it to the other players.

**Step 4:** Player 1 shuffles the received cards and his/hers, and lays them out on the table, for everyone to see.

**Step 5:** In a collaborative effort the aim is to work out which was the original image

**Step 6:** By comparing each chosen card, a discussion is then had on the concept. For example: what do you think is an immersive exhibition, or why you think the card you picked is a valid threat.

**Step 7:** Throughout the discussion there is a scribe who notes down any important, conclusive thoughts that are shared amongst the group.

**Step 8:** By the end of the game (once all players have used up their cards) the findings of the activity are presented to the rest of group to see if there any commonalities shared throughout the group.

## INGREDIENTS

- Multiple decks of Dixit 2.0 printed on A6 sheets
- Pens/highlights
- Flipchart/whiteboard
- 1 moderator per game

## BENEFITS & OUTCOMES

Dixit 2.0 is a great game to find common shared views amongst local stakeholders. This is useful for when determining what factors are important to look at when addressing a particular question.

## TIPS FOR SUCCESS

Providing one moderator per game will help with discussions.

## NOTES

# THE ILL FATED TRIBUNAL (ROLE PLAYING)

## CONCEPT

This format addresses a societal issue and teaches participants how to use and detect, implausible and biased arguments in debates and judgments.

## IN A NUTSHELL

Audience: 13+  
Duration: 120 mins  
Difficulty: Medium

## STEPS

**Step 1:** Choose a societal topic serving as a case.

**Step 2:** Divide participants in 2 - 4 teams, each are given a position to defend and a list of biased arguments.

**Step 3:** Give them 15 mins to prepare an “opening argument”.

**Step 4:** A spokesperson from each team pleads its position.

**Step 5:** Teams prepare an (invented) “witness testimony” choosing a participant to present new arguments based on their (imagined) personal story.

**Step 6:** Each team interrogates their witness. The witness can be counter-interrogated.

**Step 7:** Teams prepare their final arguments and evidences (10 mins)

**Step 8:** Teams present their final plea.

**Step 9:** Participants then vote to judge the best team in regards to their performance.

**Step 10:** Participants then vote the team that held a position that is closest to their own views.

## INGREDIENTS

- A scenario
- A pinboard to showcase the teams’ evidence (it can be sketches or photos)
- 1 or 2 moderators

## BENEFITS & OUTCOMES

This activity is good for addressing a real society issue in a fun way, for developing critical thinking, for becoming aware of argumentation biases, and for developing one’s own opinion on a subject.

## TIPS FOR SUCCESS

Keep it funny and a good pace. Motivate teams and good time management skills is important.

## NOTES

# PRIORITY GAME

## CONCEPT

An activity that allows you to explore the views held by the participants. Priority game will also provide a chance for participants to have their awareness heightened by seeing and discussing various views.

## IN A NUTSHELL

Audience : 4-6  
Duration : 120 mins  
Difficulty: Medium

## STEPS

**Step 1:** Give a set of cards with several sentences about one topic, all of which are true.

**Step 2:** The group are asked to place them in order of priority (just the degree of importance) agreeing on a scale, through discussion.

**Step 3:** Participants are invited to explain their choice.

**Step 4:** The results of several groups are then compared with similarities and differences being discussed.

## INGREDIENTS

- A set of cards about a topic, better if magnetic (but not necessary)

## BENEFITS & OUTCOMES

Participants will gain a better understanding of their own opinions and underlying reasons and views become explicit.

## TIPS FOR SUCCESS

Cards need to be relevant, so that setting a priority is difficult and needs discussion. Facilitator value different points of views.

## NOTES

# DISCUSSION CONTINIUM

## CONCEPT

Discussion Continium is a way for participants to discuss the reasons why the group is rather for or against certain positions, giving them the possibility to widen their own viewpoint on certain topics.

## IN A NUTSHELL

Audience: 8-30  
Duration: 120 mins  
Difficulty: Medium

## STEPS

**Step 1:** A set of cards are prepared, illustrating a controversial statement or issue about a common topic. Two cards “agree” and “disagree” are placed at the two end of a table.

**Step 2:** One person reads out loud a card and then places it in a certain position between “agree” and “disagree” according to his/her opinion.

**Step 3:** A second person reads another card, and places it in between, justifying their reason of his/her choice, and also whether she disagrees/agrees more or less with the previous cards position. A discussion can be encouraged gaining a consensus on whether the previous card should be slid up or down the scale.

A “fact sheet” can be provided or referred to when discussing the statements and views provided. It is important that facts comes in when they are requested by the discussion.

## INGREDIENTS

- A set of cards
- Fact sheets
- 1 moderator/discussion

## BENEFITS & OUTCOMES

Sharing different opinions around the same issue Understanding how a single issue can be viewed under many different angles.

## TIPS FOR SUCCESS

Cards should be very synthetic and provide clear questions that admit different opinions.

## NOTES

# MOVING DEBATE

## CONCEPT

A fun way to discuss, and have a visual understanding of a group standpoint. Can be used as an ice-breaker as well as a longer dialogue activity.

## IN A NUTSHELL

Audience : 20+  
Duration : 30-60 mins  
Difficulty: Easy

## STEPS

**Step 1:** Give a set of cards with several sentences about one topic, all of which are true.

**Step 2:** The group are asked to place them in order of priority (just the degree of importance) agreeing on a scale, through discussion.

**Step 3:** Participants are invited to explain their choice.

**Step 4:** The results of several groups are then compared and similarities and differences are discussed.

## INGREDIENTS

- “Pole” signs identifying different opinions
- Set of truth cards

## BENEFITS & OUTCOMES

This format encourages the expression of opinions and lays the groundwork for debates to take place.

## TIPS FOR SUCCESS

Facilitators need to be well prepared on the possible questions, but should talk as little as possible.

## NOTES

# THE 7 WHYS

## CONCEPT

This format helps participants to reflect and view their own opinion on a topic, encouraging them to reason and explain why they hold a particular view. This can also be used as an icebreaker.

## IN A NUTSHELL

Audience: 8-30  
Duration: 120 mins  
Difficulty: Medium

## STEPS

**Step 1:** Get the participants to pair up.

**Step 2:** In turns express a view on a particular topic

**Step 3:** The partner then addresses this statement with why questions. For example: “why is it so” or “why do you think so”.

**Step 4:** repeat “why” to the answers given 7 times.

**Step 5:** Change roles

## INGREDIENTS

- None

## BENEFITS & OUTCOMES

Allows deep motivations to emerge, creating a chance for the participants to better understand their partners views and their own views.

## TIPS FOR SUCCESS

If there is time, getting partners to change partners and topics will facilitate a wider range of learning opportunities.

## NOTES

# SEEING THROUGH ART

## CONCEPT

Seeing through art is an activity that is a gate into the system/issue, asking participants to visualise the problem/concern and draw or paint it. Using art is a way to engage the eyes before the mind.

## IN A NUTSHELL

Audience: 5-10 people  
Duration: half a day  
Difficulty: Medium

## STEPS

**Step 1:** The societal challenge is presented to the stakeholders through a short presentation followed by an open discussion to get ideas flowing (this can be presented to them in anyway that you see fit).

**Step 2:** The stakeholders then partake in an art session where they draw/paint/build what they think is the root cause of this societal challenge.

**Step 3:** The pieces are presented as an exhibit where the stakeholders visit, view and discuss them.

**Step 4:** Each stakeholder has a coloured bead for each art piece, which they use to vote with. What they will be voting for will depend on what question is asked. For example they could vote whether they agree or not with this concern.

**Step 5:** Each stakeholder will get a coloured bead that represents the 'public' they fall into (researcher/industry/policy maker/general public). This way, at the end of the session, the coloured beads will be counted up and a trend of where particular concerns lie will be accessed.

**Step 6:** further discussions can be had over what is found in step 5, building onto another activity from this toolkit.

## INGREDIENTS

- Paper
- Pens/paint
- Voting Beads (various colours)
- Containers to vote into
- Boards to pin pictures up on
- Project and screen

## BENEFITS & OUTCOMES

Acts as a way to get stakeholders viewing the problem visually, sparking conversations with other stakeholders, leading into forming a solution that can be driven into policy.

## TIPS FOR SUCCESS

Providing various tools which can be used to create art will be beneficial in encouraging involvement.

## NOTES





# Engagement +

# JOURNAL MAPPING

## CONCEPT

A multidisciplinary way to incorporate stakeholders to be part of the whole creative process in building/creating a solution. This method is a way to gather experiences/insights that otherwise may not be given if openly discussed, allowing ideas to be provided in many ways.

## IN A NUTSHELL

Participants: 10+  
Duration: 3hrs-1 day  
Difficulty: Medium

## STEPS

**Step 1:** Participants are provided with a journal at the beginning of the day, which will act as the tool to jot down their ideas or thoughts. Within these journals, questions will be asked to access some information about the participants in relation to a societal issue, creating a character profile.

**Step 2:** Whilst stakeholders experience something that relates to the societal topic of interest, they can use the journals to fill in any thoughts that come to mind.

**Step 3:** Each participant exchanges their journal with someone else. After each offering up further questions or clarifications, their findings are presented to the group.

**Step 4:** Relevant narratives are documented on a whiteboard and categorised and refined with other similar narratives. Journal mapping can be extended to other activities to evolve the ideas created. Such as, various brainstorming techniques can be used to guide the creation of solutions or the use of a cloud format technique can be used to gather common insights held amongst the stakeholders. For example, if “more interactive marine activities in external areas” is spoken about the most this will be typed up in large font. Less spoken about criteria will be a smaller font, creating clouds of solutions.

## INGREDIENTS

- Journals/Notebooks
- Pens/Sharpies/Highlighters
- Whiteboard/craft material
- Moderator

## BENEFITS & OUTCOMES

Journal Mapping provides many different creative opportunities, revealing patterns and encourages less vocal people to collaborate.

## TIPS FOR SUCCESS

Journal Mapping works best if stakeholders partake in a task, as experience gained allows them to gather ideas.

## NOTES

## CONCEPT

A workshop format that allows concerns and solutions to be brainstormed and portrayed through the act of theatre. Using puppets (socks or art figurines), lego or modelling clay, narratives that display each group's concerns and their co-created solution are made.

## IN A NUTSHELL

Participants: 15+  
Duration: 3-6hrs  
Difficulty: Medium

## STEPS

**Step 1:** Prior to the workshop, concept cards should be made that relate to the specific topics of interest (cards could be a statement or a picture or a question defining a small or large local problem).

**Step 2:** Alongside these concept cards you have "What If" cards that can evoke a new idea.

**Step 3:** Provide a mini foam stage that the puppets can be set on. Set pictures can be provided for backdrops (they can also be built during the workshop).

**Step 4:** In groups of 4-6 each participant will pick 1 to 2 concept cards and explain to the group why they chose it (every stakeholder will have the same set of concept cards). Each concept card chosen gets placed on a white board. Cards are later clustered into themes/issues that are clearly important to each group.

**Step 5:** Brainstorm off these themes with the "What If" cards to evoke solutions to these themes.

**Step 6:** With this, each group will create a narrative with the puppets in a short show illustrating the problem (Act 1), and the solution (Act 2) to the rest of the workshop for discussion. Record the show.

## INGREDIENTS

- Felt/cloth/tissue paper/
- Art statues/lollipop sticks/socks
- Various stationary
- Concept Cards and
- "what if" cards
- Mini theatre stages/backdrops
- Camera
- 1 moderator/10 people

## BENEFITS & OUTCOMES

Puppet scenario promotes collaboration between stakeholders and the creation of concepts and tools through the act of story-telling.

## TIPS FOR SUCCESS

A range of materials can be used to build/create with, such as Lego, plasticine or clay.

## NOTES

# PROBLEM TREE

## CONCEPT

One of the possible variations of a mind map. For this variation the aim is to find the root of the problem by turning challenges (negatives) into solutions (positives). It is a collaborative tool that addresses concerns and issues that are being experienced by the relevant stakeholders.

## IN A NUTSHELL

Audience: 10-30  
Duration: 1-2 hrs  
Difficulty: Easy

## STEPS

**Step 1:** Divide the audience in groups of 4-5, with each group taking the aim of the workshop/problem that needs to be solved and discussing it amongst themselves. A “seed” is drawn on a large piece of paper (which encompasses the societal challenge).

**Step 2:** Branching out of the seed are the reasons that each group thinks are causing the seed to grow. These are the roots of the tree. Causes can be applied via post it notes so alterations can happen during the discussions. Causes are rearranged and clustered into categories.

**Step 3:** A separate flipchart is provided for notes and discussion points. This is where key questions can be placed to increase dialogue between the stakeholders e.g. Which causes are easiest / most difficult to address? What possible solutions or options might there be? Where could a change help address a cause or consequence, or create a solution?

**Step 4:** The roots (causes) are now replaced with the root solutions, turning the negative lines that are the causes into positives. This will demonstrate the amount of projects that may need to be created to solve the societal challenge

**Step 5:** Solution trees are pinned up and showcased to the rest of the stakeholders.

## INGREDIENTS

- 1 moderator/8 people
- 1 Flipchart per group
- Stationery
- Sellotape/blue tac/sticky labels

## BENEFITS & OUTCOMES

Problem tree will help you create a structural analysis of the causes and effects of an issue and help you find solutions by mapping out the anatomy of cause and effect around an issue.

## TIPS FOR SUCCESS

Identify beforehand a set of questions that can help you trigger a discussion if need be.

## NOTES

## CONCEPT

Lego play can be carried out with any craft material (modelling clay for example). It asks stakeholders to think outside the box by building symbolic constructions of their ideas/solutions.

## IN A NUTSHELL

Audience: 5-10  
Duration: 60 mins  
Difficulty: Medium

## STEPS

**Step 1:** Participants get used to building with the Lego first.

**Step 2:** They are then asked specific questions related to some issue or concern linked to the topic of the co-creation lab.

**Step 3:** They will have to answer these questions by building symbolic and meta-phorical models of their insights with Lego bricks and by presenting them to each other.

**Step 4:** Some models in the groups are chosen to be presented to the rest of the stakeholders.

## INGREDIENTS

- Lego/clay/craft material
- Cards with questions written on
- 1 moderator

## BENEFITS & OUTCOMES

Lego play helps individuals and groups tackle complex problems as it allows them to express and generate thoughts and ideas and encourages contribution from everyone.

## TIPS FOR SUCCESS

Use the 4 step process: post the question, build an attribute meaning, share the story, question and reflect.

## NOTES

# LOTUS FLOWER

## CONCEPT

A short brainstorming activity that is structured in a way to get ideas flowing quickly amongst the stakeholders.

## IN A NUTSHELL

Audience: 10-30  
Duration: 1-2 hrs  
Difficulty: Easy

## STEPS

**Step 1:** Put a core word in the center of a whiteboard that relates to the societal challenge (e.g. pollution) and brainstorm associated words or concepts off that word.

**Step 2:** Transfer 8 words/concepts from the initial flower to begin a new flower allowing further ideas to form. These new flowers are expanded further just like in step 1.

## INGREDIENTS

- Moderator
- Sticky Labels (2 different colours)
- Pens

## BENEFITS & OUTCOMES

Lotus Flower is a fluid method that repeats ideation to develop further creative ideas. It is a method that is simple, easy to carry out and clearly structured. It assists stakeholders in finding ideas with association.

## TIPS FOR SUCCESS

Making the sticky label for the core of the lotus a different colour to the petals will help structure the flowers better.

## NOTES

# EXPERIMENT MIXTAPE

## CONCEPT

A half-day rapid prototyping bootcamp, the experiment mixtape is a good way to introduce the power of pro-to-typing and testing to your project.

## IN A NUTSHELL

Audience: 2-4 people  
Duration: 4-5 hours  
Difficulty: Medium

## STEPS

**Step 1:** Prep: schedule the day and prepare yourself.

**Step 2:** Launch : warm-up and get to building do a standing warm-up. **Step 3:** Pro-totype: get building.

**Step 4:** Let users to experience your prototypes.

**Step 5:** Debrief: recap the feedback, and plan next steps.

**Step 6:** Going forward! All the instructions can be found.

## INGREDIENTS

- Find a venue where you can build things
- Gather low resolution materials (like card-board boxes, construc-tion paper, foil, paper, foil, pens, tape)
- Computer and printer

## BENEFITS & OUTCOMES

Use this mixtape to rapidly develop and build your solution concepts and then test your prototypes with users. This can give your participants a feel of what this technique entails in a fun and entertaining way.

## TIPS FOR SUCCESS

Start building. Even if you aren't sure what to do, the act of picking up some materi-als will be enough to get you going.

## NOTES

# MINI-CAMPAIGN CHALLENGE

## CONCEPT

An exercise to help structure the process of thinking about a campaign. It mainly structures the thinking around the steps of a campaign and the connection between a target group, message and channel.

## IN A NUTSHELL

Audience: 5-15 people  
Duration: 30-40 mins  
Difficulty: Medium

## STEPS

**Step 1:** Divide your group in smaller groups of 2-4 people.

**Step 2:** Give them the assignment to design a campaign (or rather part of it, depending on the time available). This campaign can be any message to any identified target group. It's important to start with setting a goal and the message you like to get across to accomplish this goal.

**Step 3:** Share the campaigns you have designed.

## INGREDIENTS

- Printed sheets. One for each campaign (The campaign sheets can be downloaded from the toolkit webpage

at <https://ccn.waag.org/navigator/theme/diy-exploration>).

## BENEFITS & OUTCOMES

Thinking about campaigns can be a bit fuzzy. Often it's hard to focus on the right message, the right target group, the right channels. This exercise can help you do the thinking together with your audiences creating ownership of the campaign.

## TIPS FOR SUCCESS

You should not attempt to create a full campaign but rather focus on some parts of it. Some guidance is necessary.

## NOTES



# TRANSFORMING OBJECTS

## CONCEPT

A great way to create transformative ideas around specific desired qualities. It does require some creativity from the participants, but if given some direction and structure through the use of idea cards, it will provide a good starting point for concepts or solutions to be created.

## IN A NUTSHELL

Audience: 5-20 people  
Duration: 30-60 mins  
Difficulty: Easy

## STEPS

**Step 1:** Two sets of cards are placed on the table. One set has descriptive words on them. For example: sexy, adventurous, intriguing, exciting, humourous, immer-sive. The other set has images of objects that may relate to the topic or problem that needs to be solved.

**Step 2:** Each participant will take one card of each set: word + object. From this: all players have a couple of minutes to draw over the photo of the object and transform it into another object related to the descriptive word.

**Step 3:** All drawings are shuffled and distributed to the group. Each individual has to now find which word corresponds to each drawing and describe to the group why they think this drawing/concept relates to this word.

## INGREDIENTS

- Two sets of A4 sized-cards: an object + descriptive card
- Pens and pencils
- 1 table/5 people
- 1 moderator

## BENEFITS & OUTCOMES

Transforming Objects is not a complex activity, making it an easily accessible activity for most people, regardless of age. It is a game that can be combined with other activities making it a great tool to assist with generating ideas.

## TIPS FOR SUCCESS

To save you having to reproduce a large quantity of cards, laminate cards and get the participants to use whiteboard markers.

## NOTES

# EMPATHY MAP

## CONCEPT

Empathy map is a collaborative tool to gain a deeper understanding into users' perceptions and desires.

## IN A NUTSHELL

Audience: 1-5 people  
Duration: 20-60 min  
Difficulty: Medium

## STEPS

**Step 1:** Each stakeholder will be given an empathy map and a topic/problem will be defined.

**Step 2:** The empathy map will include different canvases/categories on them that you choose. What the user is saying, thinking, feeling about the topic? What are their goals, tasks, influences, pain points. The stakeholder will fill this in to create a character profile of themselves that defines where this person stands on the particular issue. For example, for what the person is saying questions such as, "what the hell is Artificial Intelligence?" could be included.

**Step 3:** When each stakeholder fills out their empathy map, a catalogue of knowledge is captured about the user's behaviours and attitudes.

**Step 4:** These insights can be synthesised to create solutions that best accommodate the stakeholders' desires.

**Step 5:** Empathy maps can also be collectively produced in groups (max 5) to get stakeholders thinking about other stakeholders' and citizens' desires. Creating an effective solution requires understanding the true problem and the person who is experiencing it.

## INGREDIENTS

- Canvas
- Pens
- Post its
- 1 moderator/group

## BENEFITS & OUTCOMES

Empathy maps establishes a common ground between researchers, designers, users, and stakeholders. Empathy maps are particularly useful at the beginning of the design process and also during the prototype-validation phase when we observe the users.

## TIPS FOR SUCCESS

As a moderator: don't ask leading questions, don't judge, don't infer, make sure everyone participates in the activity.

## NOTES

## CONCEPT

Photovoice is where the taking of photos is used as a means of self expression and personal growth. Participants document conditions and problems of their communities in ways that pushes policy makers to make changes.

## IN A NUTSHELL

Audience: 10+  
Duration: 1-2 days  
Difficulty: Hard

## STEPS

**Step 1:** Disposable cameras can be provided, however phone cameras can also be used.

**Step 2:** Participants begin by having a training session on how to use a camera, how to compose shots, adjust for lighting etc.

**Step 3:** They are given the task of capturing a part of their life that is relevant to the topic. This photo or video is meant to showcase their personal life or struggle or an experience.

**Step 4:** These photos are displayed in a kind of art exhibition way, to bring the realities of the photographers' lives home to the public and policy makers to spur change.

To find out the finer details of this activity and how to carry out this activity safely, visit: <https://ctb.ku.edu/en/table-of-contents/assessment/assessing-community-needs-and-resources/photovoice/main>.

## INGREDIENTS

- Disposable cameras (phone cameras are a possibility)
- 1 moderator/6 people
- Printing capabilities

## BENEFITS & OUTCOMES

A picture is worth a thousand words. Seeing what someone else sees is more powerful than being told about it. Photovoice is a participatory activity from the start that is creative and is accessible to all. Images can be understood regardless of language or culture or other factors.

## TIPS FOR SUCCESS

Participants need support. They should also receive some grounding in photographic ethics and in keeping themselves safe.

## NOTES



SISCODE has received funding from the European Union's Horizon 2020 Framework Programme for Research and Innovation under grant agreement No. 788217

# ACKNOWLEDGEMENTS

Activities compiled by: Gene Bertrand (Cube), Carmen Fenollosa, Suzana Filipecki -Martins, Andrew Whittington- Davis (Ecsite), Ines Vaittinen (ENoLL), Marion Real (IACC) and Aude Ghilbert (TRACES)