H-HIGHLIGHT
PRACTICALITIES PREPARATION

Facilitators

- You need one facilitator. The facilitator provides all explanations to the participants, leads the session, and also checks in with the participants when they are working and answers questions. The facilitator also checks whether anyone has technical problems or needs clarification.
- Depending on the size of the group, you can add additional facilitators. This is recommended when there are more than 10 participants.

Room requirements

- Each participant should have a (part of a) table, with enough space to put 3 A4 papers next to each other.
- Ideally, you can move the tables around so that you can group the participants in groups of 2 to 4.
- Presence of screen to which a laptop can be connected and projected on.
- Presence of pens and transparent adhesive tape.

Preparing the materials

- Print the following papers. This is based on an academic semester consisting of 12 class weeks. Adjust according to the structure of your academic semester. The amount described is for 1 participant.
  - A4 size, double-sided, 1x per person: "2.StartPage.pdf", "2.InformationSkillsAndLearningActivities.pdf", "2.SurveySkills.pdf" and "5.ActionPlan.pdf"
  - A3 size, one-sided, 2x per person: "4.StoryBoard.pptx"
  - A4 size, one-sided and 4x per person: "4.CardsCircles.pdf". You will have a total of 12 content cards, 12 learning activity cards, 12 skills cards and 8 information circles per person.
- Print the attendance sheet
- Cut out the cards and the information circles.

Preparing the room on the day itself

- Supply pens and adhesive tape;
- Install the beamer;
- Organize the tables in a way that you can group the participants in groups of 2-4 participants;

- On each table, lay down the necessary documents for each person, in this order:
  - 1x information skills and learning activities
  - 1x start page + 1x survey skills
  - 2x story board
  - 12x content cards, 12x learning activity cards, 12x skills cards
  - 8x information circles
  - 1x action plan
- It is also helpful to write down the timing of the workshop on paper so you can make flexible adjustments during the workshop;
- Try out tool to ask for feedback at the end of the workshop.