

Draft theme:  
**“Together against poverty?”**  
*Final theme will be phrased at the Planning Session*  
Open Space from March 12 through 14, 2009  
in Paramaribo

# Logistics & Materials Document

for a 3-day Open Space gathering

with approx. 110 participants

(February 4<sup>th</sup>, 2009)

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## Preface

The parameters described here have been developing over the last decade of Open Space practice in more than 250 Open Space Technology events facilitated by boscop facilitators. The collective experiences are transferred into conditions and infrastructure proved to be helpful for self-organized learning and working in Open Space format. The materials and requirements listed below provide the infrastructure for self organizing work and learning. If you have any further suggestions different from what is mentioned in this document please contact the facilitation team. A lot of improvements were provoked by suggestions from participants or organizers in the past. All materials should arrive some days ahead the actual meeting and checked by the organizers.

## Facilitation

1. **Jo Toepfer and Mia Konstantinidou** will facilitate the Open Space meeting.
2. **One assistant and three helpers** are needed to set up and maintain the infrastructure, registration of participants, taking digital photos, recording the results, producing the book of proceedings incl. table of content, work on the contact list, etc. These are local people (students) interested in working “behind the scene” of a large event. They need to be available one day prior the event for setting up and during some hours after the event for taking down.

## Room requirements

One room large enough so all the participants can sit in several concentric circles is needed. Take the largest room you can get even if it seems much too large, it’s wonderful to have enough space to bring the “whole system” in one room. **Normally 4 sqm per participant is needed. If there are 110 participants the size of the room should be 440 sqm.**

For 110 participants **110 chairs** will be needed, **arranged in several concentric circles. 50 additional chairs for the Break-out spaces.** No tables! Daylight is essential! Ideally, the room is large enough so that all 10 Break-out spaces for the work in small groups can be arranged within this room. Sometimes the room can be used to arrange for 4 to 6 Break-out spaces, the other groups meet in separate rooms, the lobby, the hallway or wherever. The large room needs one large wall space that can be used for the bulletin board (where the issues are posted). The centre of the circle needs a carpet or 6 cushions for people to kneel on while they write their issues. **Make sure that we can stick papers with masking tape to the walls.** Ask for permission!

One additional room, called ‘**service centre**’ for the high-speed copy machine (essential for paper documentation!), material, computer, printer and the work of the facilitation team. It could be put into the entrance, hallway or lobby if no separate room is available. A space (also entrance, hallway or lobby) where a large wall is available for the News Wall (a place where the proceedings on A3-paper are posted as they are being created) and where the permanent buffet (coffee, tea, water, fruits, vegetable sticks) is located (**there are no official breaks, so the buffet has to be available all the time for the self organized breaks**).

All rooms need to have wall space that we can post flip chart paper (attach to the wall with masking tape) or have to be equipped with free-standing pin boards or flipcharts.

**It is essential that we will have full access to the facility the day before the event starts for 6 – 8 hours for setting up the Open Space infrastructure.**

## **Equipment**

1. A high speed copy machine that can enlarge from A4 to A3 format, including extra toner in reserve in the facility, technical support on hand
2. In case the room is not carpeted a extra carpet for the centre of the circle (3m x 3m) for people to kneel on when they write their issues or 6 cushions
3. 35 pin-boards, size: 190cm x 125cm (like this: <http://www.stange-design.de/> or similar, see page 7) [or 20 pin-boards plus 10 flipchart-standers]
4. 2 Glue sticks
5. 30 black, 20 blue, 20 red and 20 green broad tipped (4 to 5mm) marker
6. Red, green, black and blue 2 of each colour Trainer Marker (10 mm)
7. 110 fineliner felt tip markers (0,4 mm, black)
8. 10 fineliner felt tip markers (0,4 mm, red)
9. 2 packages of crayons (Stockmar)
10. 2.500 pins, 4 mm head diameter, 15 mm long (*if pin-boards are available*)
11. 25 pin cushions (*if pin-boards are available*)
12. 14 clip boards A4
13. 15 material boxes A4
14. 2 pairs of scissors
15. 1 small bottle of TipEx
16. Notebook computer, laser printer plus extra Toner in reserve, digital photo camera
17. Public Address system with 2 cordless microphones

## **Material**

1. 200 sheets of flipchart paper (plain, no rules or squares) or similar sheets of paper (A1) 69cm x 99cm
2. 70 sheets of pin board paper (118cm x 140 cm or endless on a roll), beige (*if pin-boards are available*)
3. 200 sheets A3 paper 80g/sqm white
4. 100 sheets A3 paper 80g/sqm yellow
5. 500 white, 500 yellow and 300 red cards, 99 x 210 mm, 160 g/sqm
6. 6 rolls of soft paper masking tape 30 mm wide, Tesa # 4322 or Scotch Blue Tape
7. Post-its, self-adhesive, size 12,5 cm by 7,5 cm, in 7 different colours (one pack of each)

### **Material (needed for the book of proceedings on paper)**

1. 15.000 sheets of A4 paper 80 g/sqm white for the copying machine
2. 250 sheets of A4 paper 160 g/sqm yellow for the cover of the Book
3. 125 sheets of A4 paper 160 g/sqm green for the divider inside the Book
4. 125 sheets of A4 paper 160 g/sqm blue for the divider inside the Book
5. 125 Foldback Clips, Size 32 mm to bind the Book of Proceedings

## Open Space Agenda

Time	Activity	Remark
<b>Thursday, March 12, 2009</b>		
9:30	Registration, check in, cup of coffee, break	
10:00	Opening	Organizer
10:03	Introduction <ul style="list-style-type: none"> <li>• introducing the procedure and principles</li> <li>• creating the bulletin board</li> <li>• opening the market place</li> </ul>	Jo Toepfer Mia Konstantinidou
11:30	1. Break-out session	8 break out spaces
13:30	2. Break-out session	
15:00	3. Break-out session	
16:30	Evening News	
17:00	End of Day 1	
<b>Friday, March 13, 2009</b>		
9:30	Break	
10:00	Morning Announcements	
10:15	4. Break-out session	
11:30	5. Break-out session	
13:30	6. Break-out session	
15:00	7. Break-out session	
16:30	Evening News	
17:00	End of Day 1	
		Finalising the Book of Proceedings on paper
<b>Saturday, March 14, 2009</b>		
9:30	Break	
10:00	Morning Announcements	
10:15	Reading the book of proceedings	Either hard copy for each participant or at 3 Galleries in the large room
11:00	Action Planning <ul style="list-style-type: none"> <li>• Transition (Solo / Duos) 25'</li> <li>• Convening &amp; announcing projects 20'</li> <li>• Working on projects 45'</li> <li>• Reporting to the circle on next steps 15'</li> </ul>	
13:00	Closing circle	Copying the next step sheets for every participant
13:30	End of the gathering	

## **Book of proceedings**

During a 3-days Open Space with 110 participants the book of proceedings contains about 100 pages incl. table of content, cover page, contact list and photos. Each participant should get her/his personal copy of the book. This can be delivered either on paper in the morning of day 3 directly on the spot or as an e-Book of Proceedings by E-mail or for downloading from a website after the event. Each option implies certain technical consequences:

### **Book of proceedings on paper**

A high speed copy machine in the conference venue and 15.000 sheets of A4 paper 80g/sqm white is needed to produce one copy of the Book of Proceedings for each participant. Cover sheet and dividing sheets will be copied on coloured A4 paper 160 g/sqm. The book should be copied over night between day 2 and day 3 of the gathering and distributed to the participants in the morning of day 3 right before Action Planning. Two / three helpers will be busy with the production of the Book. The results of the Action Planning process of day 3 must also be copied for each participant. This can be done directly while the 30 minutes of Closing Circle and taken home when participants leave. If this doesn't work out the organiser must find a possibility to send this to each participant shortly after the gathering (by E-mail, download, postal service, delivery service, etc.)

### **e-Book of Proceedings**

The report sheets, augmentation sheets and next step sheets produced by the participants and the table of content, the contact list, cover, dividing sheets and photos will be scanned and compiled into a PDF document shortly after the event. An internal navigation feature makes it easy to handle the e-Book on the computer screen. Each participant receives his copy of the Book either via E-mail as attachment or to be downloaded from a Website (with Login and Password). The production of the e-Book of Proceedings can be organised in Germany by a specialist and send to the organiser by E-mail (or stored on a website in Germany that allows downloading) within a few days after the event for a reasonable extra price (not included in the facilitator's fee).

## **Catering / Food**

Open Space is an Institutionalized Coffee Break. Therefore, it is important to have a **permanent buffet style catering** near the main room **during the entire time of the event**. It consists of

mineral water,  
fruit juice,  
coffee,  
tea,  
cream and fresh milk for tea and coffee,  
fruits,  
vegetable sticks (carrots, turnip, cucumbers, whatever in season) with thick yoghurt dips,  
nuts.

This substitutes for the traditional coffee breaks which are not provided for, breaks are self organized. This kind of **non-stop buffet** also requires non-stop attention: fresh dishes, refills, etc. with much attention by the food service staff.

Ideally, there are **buffet style lunches** as well **on day 1 and day 2**. This allows people to get food **not at a precise time but in a span of 1,5 hours around noon** (lets say **12:30 through 14:00**, for instance) to accommodate their own pace.

This should be **light, healthy food that can be kept warm over a period of time**, self-service.

**Lunch on day 3** of the event is **optional after Closing at 13:30**.

## Planning Session

It is important that not only the organiser thinks about the theme, the participants and the details of the Open Space gathering. The potential participants should be involved in these decisions. They provide useful ideas for the planning process. Therefore it turned out to be helpful to held a Planning Session. This is a 3-hour meeting normally held 6-12 weeks prior to the gathering. With **7-15 participants who represent various stakeholder groups of the entire system**. In this case we recommend to held the **Planning Session a few days prior the event on March 9, 2009** with the following agenda:

Time	Activity	Remark
<b>9 March, 2009</b>		
14:00	Break	
14:15	Welcome	Organizer
14:20	Introducing myself <b>My name is... I work as...in... I am here now, to...</b>	Facilitators
14:30	Presentation of the agenda of the Planning Session	
14:35	The Day After <b>mind map created and written by participants themselves imagining what the world looks like on the day after the Open Space event (March 16<sup>th</sup>, 2009)</b>	
15:05	My Theme <b>Individual 3' Reading individual themes to the whole group 5' In Pairs: Finding one Theme per pair 15' presenting the pair's Theme written 5' Weighing the Themes (3 sticky dots per participant) 7'</b>	
15:40	<i>Break</i>	
15:55	Our Theme <b>Fishbowl with 5 volunteers (and one vacant chair for inputs from the others) to find the Theme for the Open Space</b>	
16:25	The participants <b>Brainstorming: Creating a list of individuals, groups, organisations, institutions, etc. who must participate in the Open Space event to work on the theme productively and fruitful.</b>	
16:50	How was it today?	
17:00	End	

**A catering is provided during the entire meeting consisting of tea, coffee, fresh milk, some fruit juice, water and fruits for self-organized breaks.**

## Material for the Planning Session

1. Room: best to have the preparation meeting in the same venue where the Open Space gathering will be held. The preparation group will gain a visual impression on how the place looks like and the practical details.
2. 5 pin-boards, size: 190cm x 125cm  
(like this: <http://www.stange-design.de/> or similar, see attached file) or enough wall space plus two flipcharts
3. 6 sheets of pin board paper (118cm x 140 cm or endless on a roll), beige (*if pin-boards are available*)
4. 10 sheets of flipchart paper (plain, no rules or squares) or similar sheets of paper (A1) 69cm x 99cm
5. 2 pin cushions (*if pin-boards are available*)
6. 50 pins, 4 mm head diameter, 15 mm long (*if pin-boards are available*)
7. 50 white paper cards 20,5cm x 9,5 cm, 160 g/sqm
8. 15 broad tipped (4 to 5mm) markers
9. Red, green, black and blue 1 of each colour Trainer Marker (10 mm)
10. 100 Self-adhesive sticky dots, blue, 12mm diameter
11. 2 glue stick
12. 1 pair of scissors

## Invitation letter

The invitation should contain time and place of the meeting, the organizer, the title and the context of the actual Open Space gathering. Furthermore it contains some information about Open Space Technology and the way, in which the meeting will be held. The following list of aspects can help to formulate the letter. But it is up to the organizer and the invited what will actually be put in. In case of any doubt: **less is more!**

- At the beginning of the meeting the participants decide what they want to discuss.
- There is no fixed agenda in advance determined by other “authorities”. The agenda of the meeting is made by the participants within the framework that is theme of the meeting.
- The participants will hold the whole meeting in a self-organized way.
- Participation is voluntarily, nobody is forced to attend the meeting.
- Size, composition, duration and procedure of the working groups are up to the participants.
- Results, recommendations and agreements of the working groups will be continuously recorded and shared with other participants.
- Records of the small group sessions will be collected and copied and handed out to every participant by the end of the meeting.
- To benefit from the meeting, participation during the whole time is recommended.
- At a follow-up meeting the entire group meets again 12-18 weeks after the gathering to look at: What did we accomplish? And what are the next steps now?
- Be prepared for fruitful learning and exchange and prepared to be surprised!

Self-organized work opens a wider approach to the own and other’s resources. At the same time it creates community and drive for activities and implementation of new ideas.

## Contact list



The Contact List will include the contact data of the participants and will become part of the Book of Proceedings. The **Contact List will contain the last name, the first name, the postal address, telephone number(s), and email**....other items such as organization, web address, etc. are optional. The list is set up with the last names in alphabetical order in the first column.

The Contact List will be started as a separate document before the Open Space event by the organisers.

**The preliminary list will be produced in Excel or Word** as the participants are signing up for the event. **The files will be available at the beginning of the event** (either on USB-Drive, CD, on the notebook provided). The list will be printed, enlarged on A3-paper and posted on the wall in the meeting room. Participants may then add, remove or edit their own data. The corrected list will be printed and enlarged again for cross checking the data. The final version will then be included into the Book of Proceedings that every participant will take home. It enables the participant to stay in contact and to work together on their plans and projects created during the event.

## **Responsibilities**

### **Sponsor**

**Responsible for the Planning Session, Open Space, Follow Up process**

Christine Leiser

### **Responsible logistics & materials**

Rosanda Courtar

Event and Communication Manager

Burenstraat 33

PPS Building 4th floor

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[www.suriname-ngo-strengthening.org](http://www.suriname-ngo-strengthening.org)

### **Facilitation Team**

#### **Facilitators**

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Web: [www.boscop.org](http://www.boscop.org)

#### **One assistant / four helpers**

N.N.

### **Venue**

N.N.

# Pin Boards

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 DIE MODERATIONS- UND  
 AUSSTELLUNGSWAND.  
 NATÜRLICH AUS WELLPAPPE.

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## Moderation

Ob in der Schule oder im Ausstellungs- und Präsentationsalltag, die PinPoint Wand ist schnell aufgebaut und präsentiert Ihre Arbeit perfekt.

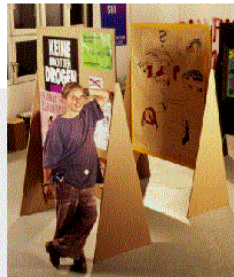


Als Moderationswand macht PinPoint Ihnen die Arbeit leicht. Die Durchführung von Sitzungen und Besprechungen, das Organisieren "lebendigen Lernens", sowie kreatives Arbeiten im Team werden durch PinPoint wesentlich effektiver. Moderatoren und Pädagogen, Fachleute aus der Praxis also, waren an der Entwicklung entscheidend beteiligt. Die Oberfläche der Wand ist widerstandsfähig gegen häufige Nadeleinstiche, die Wand lässt sich einfach zusammenlegen und leicht transportieren.

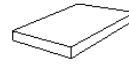
## Präsentation

PinPoint - die preiswerte Alternative aus Wellpappe

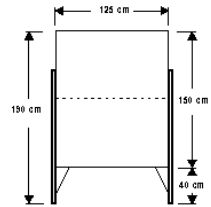
- zur Präsentation und Dokumentation in Schulen und Betrieben
- bei Großveranstaltungen
- als Werbeträger für Messe, Ausstellung, Museen und Events



## Maße und Gewichte



Die Verpackung ist 155 x 76 x 8 cm groß und wiegt nur 6 kg.



Änderungen vorbehalten



Mit einem Verbinderstück lassen sich die PinPoint-Wände zu einer eindrucksvollen Gruppe zusammenstellen.

