ENGAGING CITIZENS IN RESEARCH AND INNOVATION

A PLAYFUL TOOLKIT OF ACTIVITIES

SPARKS

RETHINKING INNOVATION. TOGETHER.

ABOUT SPARKS

Sparks is an awareness-raising project that shows Europeans from all walks of life that they can get involved in science and that various stakeholders share the responsibility for research and innovation.

Sparks bridges the gap between the super-fast pace of scientific innovation and society through a unique touring exhibition and a set of participatory activities. The project spanned all 28 European Member States and Switzerland.

The innovative formats of activities created by Sparks trigger interaction between citizens and researchers. The ultimate aim is to involve the public in Responsible Research and Innovation (RRI):

The European Commission defines Responsible Research and Innovation (RRI) as the 'societal actors work together during the whole research and innovation process in order to better align both the process and its outcomes, with the values, needs and expectations of European society.' [1]
In a broader sense, RRI is 'taking care of the future through collective stewardship of science and innovation in the present.' [2]

By bringing together researchers, citizens and other stakeholders, Sparks activities have created opportunities to improve the connections between researchers and citizens, to identify priority research questions and to co-design scientific solutions that are closer to societal needs and concerns.

This Toolkit is an easy to use guide to identify the activity that best fits your objectives and resources, to understand and to prepare Science Espressos, Reverse Science Cafés, Pop-up Science Shops and Scenario Workshops.[3] We also advise you to download the **Sparks handbook**,[4] a step, by step detailed guide on the Sparks formats – the perfect companion for your RRI and public engagement activities!

[1] EC (2012): Responsible Research and Innovation. Europe's Ability to Respond to Societal Challenges. European Commission, Brussels.
[2] Stilgoe, J.; Owen, R. & Macnaghten, P. (2013): Developing a framework for responsible innovation, Research Policy, 42, pp.1568-1580.
[3] Sparks partners have adapted Incubation Workshop (hack/make-athon) formats for the project, but as numerous methodologies have been developed to create hackathons therefore the present Toolkit will not focus on this format but rather concentrate on the formats specifically developed in the Sparks project. You can however find the guidelines of the Incubation Workshop in the Sparks Handbook.
[4] Consult and download the Sparks Handbook from http://www.sparksproject.eu/videos-and-publications

THE SPARKS TOOLKIT

The Sparks Toolkit draws on the collective experience of 33 project partners in 29 European countries who have organised more than 230 activities between 2016 and 2018.

Sparks activities have a proven track record of success among those who organised them[4] and although they were primarily designed and implemented around the theme of technology shifts in health care, they are easily adaptable and reproducible in other contexts.

The Sparks Toolkit…

…is a playful tool to choose and implement successful participatory activities engaging citizens and multiple stakeholders in the practices of Responsible Research and Innovation;

…helps you understand the differences between the types of formats in terms of resources and engagement level;

…offers practical advice on developing the most suited formats, tailored to your profile and objectives;

…provides concrete examples of how to deal with the topic of RRI through public engagement activities methodologies.

The Sparks Toolkit is for…

…civil society / non-governmental organisations at the interface between science, research and public engagement;

…science centres and museums, science shops, researchers, universities and (high) school teachers, and all organisations working on public engagement in research, science communication and education

…businesses working in research and innovation, open to societal inputs on their products and services

…local administration and policy makers who want to engaging citizens in the formulation and elaboration of research and innovation local strategies.

Before you get started

The different formats of participatory activities presented in this Toolkit - Science Espresso, Reverse Science Café, Pop-up Science Shop and Scenario Workshop - have different levels of engagement of the public and serve various objectives: from creating new connections to coming up with local action plans.

Before starting to plan your activity, make sure that you know what your objectives are, what resources you have available (technical, financial, human resources and time), who your audience is and which groups you would like to engage with.

[4] The evaluation carried out along the project's lifetime shows that the average level of satisfaction expressed by the organisers of all the formats of activities scored at 1.7 on a scale from 1 to 6 (where 1 is 'strongly satisfied' and 6 is 'strongly unsatisfied'). A large majority of Sparks partners are highly motivated to carry on with these activities in the future.

THE SPARKS FORMATS OF ACTIVITIES

SCIENCE ESPRESSO

REVERSE SCIENCE CAFÉ

POP-UP SCIENCE SHOP

SCENARIO WORKSHOP

SCIENCE ESPRESSO

A SCIENCE COMMUNICATION TOOL

Concept
A short talk (of about 10 minutes) followed by informal discussions directed to the general public;
One expert briefly presents a current research or innovation topic and invites the audience to discuss;
An informal event designed for small groups to keep a high degree of interaction. It is meant to be inclusive and open for the general public. The total length should not exceed 30-45 minutes.

Audience
Citizens, non-experts, groups of interest (e.g. patients association)
Age group: 12+

Benefit
The objective of a Science Espresso is to enable dialogue between the general public and experts representing different areas of research and other science-bound aspects of social interactions.

The expert involved will benefit from direct contact with the audience: scientists rarely have the opportunity to learn about the opinions of ordinary people and get to know their point of view and possible feedback.

Outcomes
New personal connections between experts and audience, building trust and openness to dialogue. New input and stimulation for research improvement.

SPARKS STORIES

Wila Bonn, Germany
The Science Espresso was titled 'Vibro Vision: Extended perception for visually impaired people'. Among the audience were members of a local association of visually impaired. The presentation of the research was followed by intense discussion and feedback about applicability and led to input and stimulation for the improvement of the research. Contact details were exchanged for further exchange and communications.

REVERSE SCIENCE CAFÉ

A PUBLIC ENGAGEMENT TOOL – ANSWERING RESEARCH QUESTIONS

Concept
A science café usually has experts giving a talk and answering questions from the public. We reversed this format by having experts ask questions to the public to get inputs on issues relevant to their work.
Experts and citizens work together in small groups to formulate solutions to the challenge of making research and innovation more diverse, inclusive and open.

Audience
The event is aimed at interested citizens and representatives of various stakeholders chosen according to the topic. The audience should be inclusive in terms of social background, gender and sector of activity.
Age group: 12+; preferably adults

Benefits
The RSC contributes to making research more inclusive by encouraging various stakeholders to contribute to the discussion.
The format empowers a diverse audience to share opinions and knowledge, thus initiating a public dialogue involving experts and representatives of different policy agendas or processes of RRI.
Invited experts will consider their research issues and might find solutions to unresolved questions considering a citizen's perspective.

Outcomes
- *New research inputs generated from the participants*
  Group discussions result in recommendations to experts summarized in a few written sentences. As the discussions are initiated by experts' questions, the recommendations should at least indirectly answer them. In practice these may be also sets of advice or requirements for research and innovation processes in general.
- *Networking*
  The informal style of the RSC helps to establish relations between all participants, including experts and the host organisation.
  RSC in the Sparks project have also resulted in new (joint) projects and innovative collaborations as well as strategies or action plans at local level.

SPARKS STORIES

Blue World Institute of Marine Research and Conservation, Croatia
The Blue World Institute, together with local stakeholders and researchers developed a strategy and action plan on 'Noise in the work environment and its effects on health' as a follow up to the local Reverse Science Café.

POP-UP SCIENCE SHOP

PUBLIC ENGAGEMENT TOOL – FORMULATING RESEARCH QUESTIONS

Concept
Science Shops are mediators between citizens, citizen groups and research institutions. They translate citizens' and other stakeholders' issues into topics and questions to be worked on or processed in scientific research.
Citizens are "clients" in the context of the "shop" which encourages them to actively participate in science by formulating research requests and initiating the dynamics of community-based research.

Pop-up Science Shops:
- Provide civil society contact points of limited duration
- Act demand-driven
- Have no commercial interest
- Publish the results of research
- Provide feedback to both clients and science institutions

Pop-up Science Shops are great formats to run in parallel to an exhibition or other participatory activities to generate real life problem-based research questions from visitors or participants.

Audience
Sciences Shops work for those who have research needs but do not have the (financial) means to do their own research therefore stakeholders expressing concerns, needs and requests should be citizens, civil society organisations, local associations…
Stakeholders who will develop solutions collaboratively to answer to these needs are researchers and scientists, policy makers, administration & civil servants, technical experts, SMEs, larger companies.
Age group: 12+;

Benefits
Pop-up Science Shops mobilise citizens to feed science and research with their real needs, expectations and ideas.
They constitute an innovative and effective way of transferring knowledge that have a positive impact both on research and on civil society.
Pop-up Science Shops help making research based on concerns of civil society, and spur projects that are governed in a partnership between CSOs and research institutes.

Outcomes
New research inputs generated from the public
- Independent participatory research support in response to concerns expressed by civil society: the result of the research (report or other product) is made public and will be of use for the "client".

SPARKS STORIES

European University of Cyprus – School of Business, Cyprus
Generation of research projects on 'Employability of the elderly and quality of life', 'The effect of natural anti-microbial substances (such as lemon juice or vinegar) on the reduction of the microbial population in pre-packed freshly prepared salads' and 'Development of an IT-administration system for speech therapy clinical supervisors'.

SCENARIO WORKSHOP

PUBLIC ENGAGEMENT TOOL – VISIONS & PROPOSALS FOR ACTION

Concept
The Scenario Workshop is based on a presentation of possible future developments for a topic or problem. The Scenarios are formulated in advance and critically discussed by participants from various backgrounds based upon their own experience. This criticism forms the basis for visions and action plans.

Two types of Scenario Workshop:
- Type A - 'synergies' scenario workshop for participants who already know each other and wish to share resources to develop new joint projects within already predefined respective strategies
- Type B - 'developments' scenario workshop to establish new partnerships and explore new directions between participants with more tenuous links

Audience
Political and administration staff, technical experts, investors, business leaders, citizens and local associations.
Age group: adults

Benefits
- Engaging different groups and organisations in an effective dialogue and development processes, laying the foundations for local action.
- Gathering knowledge about visions and experiences on the proposed scenarios, identify potential barriers and testing participants' attitudes towards the given scenarios.

Outcomes
- New knowledge from the exchange of professional insight and users' experience.
- A final action plan that describes the prioritised suggestions and focuses on those with more implementation potential.

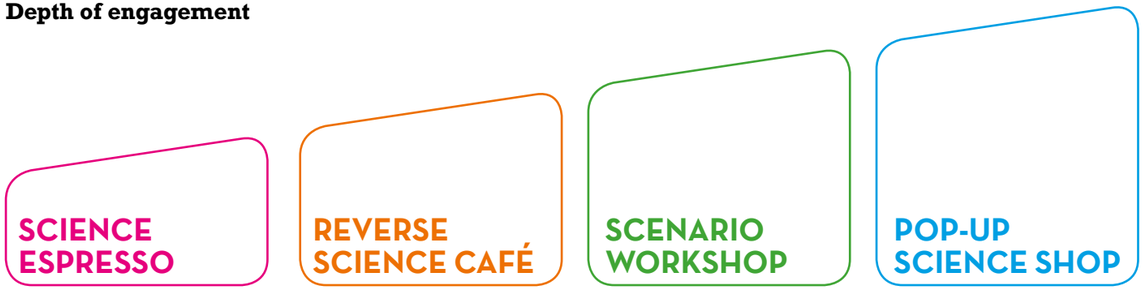
SPARKS STORIES

Technopolis Science Center, Belgium
About 40 participants together with 10 experts from research and the Technopolis Science Center created new collaborations and research inputs for developing a walker prototype for multiple sclerosis (MS) patients, based on guiding questions of personalisation and creating a seating area on the walking aid.
Ellinogermaniki Agogi, Greece
12 teachers and an expert on cardiovascular prevention and research set out a new strategy and action plan for schools during a teachers' workshop on 'Schools fighting child obesity'.

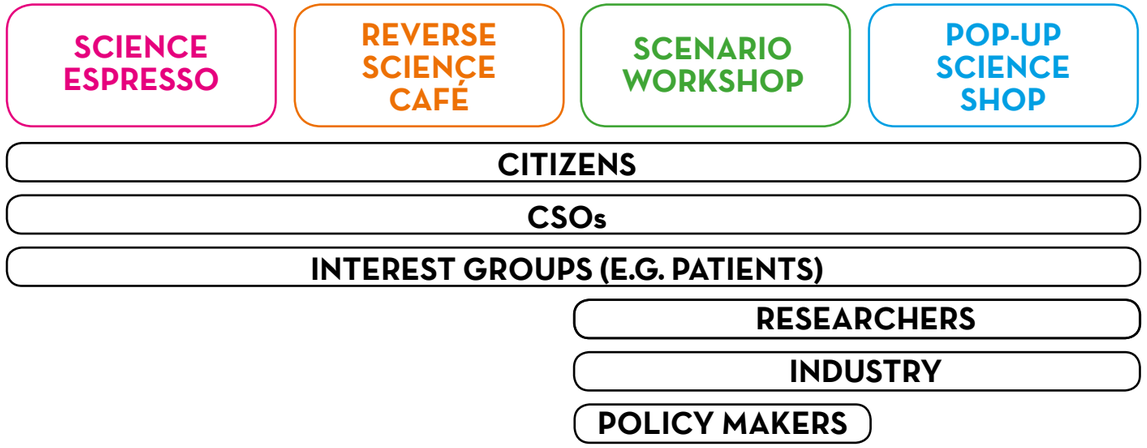
CHOOSING YOUR ACTIVITY

Now that you have a glimpse of Sparks' activities, let's choose one based on your objectives, audience, and resources!

Depth of engagement



Who is in the audience?



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. If you plan to run your activities in parallel to an exhibition, train facilitators to introduce the activities to the visitors.

Number of participants:

Time needs:

Before planning your activities, consider the timeframe: a Science Espresso, a Reverse Science Café and a Scenario Workshop are 'one-off' formats of activities while the Pop-up Science Shop initiates a research process which makes it a long-term endeavour.

The graph below provides the indicated timing for running the activity. The preparation time is proportional to the onsite length of the activity.

Human resources:

SCIENCE ESPRESSO	REVERSE SCIENCE CAFÉ	POP-UP SCIENCE SHOP	SCENARIO WORKSHOP
1 main coordinator 1 moderator 1 expert (1 IT & audio assistant)	1 event coordinator (+ optional 1-3 logistics/ venue assistants) 1 main moderator 1 group moderators for every 8 audience members 5 to 10 experts (1/group) 1 IT & audio assistant (1 photographer)	1 contact person / mediator supported by 1-2 assistant to moderate the process 1 researcher or 1 student 1 research supervisor	1 main moderator 1-2 assistants to prepare and run the activity

IN PRACTICE

Now that you have chosen your activity, we will guide you step by step through the various formats to ensure a smooth preparation and success of your activities.

You will find in depth explanations regarding the planning and execution of the activities in the Sparks Handbook available on:

www.sparksproject.eu

There are 6 key factors to take into account when designing your community activities:

- **The topic:**
- **The expert(s)**
- **The communication**
- **The venue and its setting**
- **The activity schedule and timing**
- **The moderation**

The following fiches detail the actions to be taken for each of these important steps, with examples and tips from the Sparks experience.

SCIENCE ESPRESSO

INGREDIENTS

- 1 main coordinator
- 1 facilitator
- 1 Expert
- 1 IT & audio assistant
- Microphones (at least 2)
- Laptop
- TV screen/beamer (optional)
- Flipchart board with paper
- Felt-pens/markers
- Stickers/Post-it
- Drinks & snacks (optional)

STEP BY STEP

1. Choosing your topic

Identify topical, new areas in research and innovation in your country, region or city:

- Thought provoking, possibly controversial topic;
- That people can easily relate to;
- In line with current research agenda, relevant in the broader policy context.

Examples from Sparks

- 'Brain food – Current nutrition research'
- 'Personalised cancer treatment'
- 'The control of cellular ageing mechanisms: an everlasting youth'

2. Getting the right expert(s) on board

The expert involved in a Science Espresso should:

- Be knowledgeable, renown in their field
- Be well-prepared and briefed to respect timing
- Present good presentation skills to communicate the topic in an engaging way (enthusiasm, charisma)
- Be open to dialogue and interaction, encouraging participation from the audience

Tips

- Organise a meeting with other organisations you would like to involve (science museum, research centre, university, school, company, local administration, patient group, citizen science association etc.) that can help you identify the relevant expert for your topic.
- Don't forget to prepare an expert contract if needed!

Establish the first contact and if possible organise a face-to face meeting.
The expert can propose a few themes to discuss with participants according to the general chosen topic. Propositions should reflect the expert's area of specialization.

3. Communication

- Science Espressos are designed for the lay-public but you might want to get a targeted audience to your event (e.g. interest groups) make sure you find the right communication channels (e.g. at special events, Facebook groups…) and

organisations to reach them.
• Make the event known using online and printed communication tools, get support from your partners and the expert him/herself to spread the word about the Science Espresso.
• Registration is not mandatory but if you do it, overbook by at least 10% to allow for the dropout rate.

4. Choosing the right venue and arranging it

Venue:

a science centre or museum (e.g. as part of an exhibition), at a university, other type of public space that is easily identifiable and reachable for the audience
• Clearly mark the event space with signs so that people outside understand there is an activity taking place and feel free to join it.

Setting:

• Unconventional / informal and comfortable space (café-like or in a real café, in a circle, using gym balls or footstools…)
• Not too noisy: in an exhibition space, café or open public space make sure that activity around does not prevent the experts and participants from being heard by each other
• Use microphones and speakers to be heard within a 3-5 m distance

Catering:

snacks and drinks in buffet style.

5. Schedule and timing

• Run it at lunch break if the venue is easily accessible to the public.
• In a science centre or museum, the Science Espresso can be held during the weekend or be part of the museum's Researchers' nights.
• The Science Espresso is a short format of activity! Dedicate at least 30 min to it and do not let the experts' presentation go for too long (maximum 15 min presentation + 15 min discussion is recommended).

6. Moderation

The role moderator is key to keep the discussion going and allow various people to take part in the discussion and all contributions to be treated equally.
• Brief the facilitator to support the specialist and facilitate the discussion if needed, e.g. to suggest questions that can be asked, to direct discussion towards the point of view of an ordinary person.

REVERSE SCIENCE CAFÉ

INGREDIENTS

• 1 event coordinator
(+ optional 1-3 logistics/venue assistants)
• 1 main moderator
• 1 group moderators for every 8 audience members
• 5 to 10 experts (1/group)
• 1 IT & audio assistant
• (1 photographer)
• Microphone
• Laptop
• TV screen/beamer
• Flipchart paper + markers
• Stickers / Post-it
• Tape / blue tack
• Drinks & snacks

STEP BY STEP

1. Choosing your topic

Establish one specific, leading theme:
• A pressing issue or current research topic
• Relevant to the public's interests and the needs of your local, regional or national context.

Examples from Sparks
• 'Personalized medicine: will custom made patient care revolutionise the medical field?';
• 'Gene techniques in health services';
• 'Brain, mental health, Alzheimer and lifestyle';
• 'RRI in research about space'.

2. Getting the right expert(s) on board

Experts should be recruited on the basis of their competence and openness to dialogue as well as respecting a diversity of backgrounds and fields of expertise.
They should be:
• highly qualified
• well-prepared with real questions to get feedback on
• interested in getting the audience's opinion
During the event, they should restrain themselves from monopolizing the discussion.

Tips
• Organise a meeting with other organisations you would like to involve (science museum, research centre, university, school, company, local administration, patient group, citizen science association etc.) that can help you identify the relevant experts for your topic.
• In Sparks, some experts of Reverse Science Cafés were selected as representing one of the policy agendas of RRI (governance, science engagement, education, ethics, gender and open access) or processes (open & transparency; anticipation & reflexivity, responsiveness & adaptive; diversity & inclusion).
• Don't forget to prepare experts contracts if needed!

3. Communication

Prepare the audience ahead of the RSC by communicating the event's topic and format (on your website, via an email campaign, social media posts, posters in your premises and outside, short announcement in the press…). You need to convince the audience that their opinion and knowledge will be crucial for the discussion during the café.
• Focus on one aspect of the RSC (unique form or special topic) and be consistent in your communication.
• Invite people through an open call not to exclude anyone with lay expertise.
• Reach out to your own trusted and tested public – e.g. visitors of your science centre or your students but rethink and adapt your communication tools to reach out beyond regulars.
• Pick up opinion leaders in the target groups you want to reach and try to use them as your channels of communication.

Tips
• Invite people who are already interested in the topic of the event, they are more likely to have an opinion and experience that can be shared and/or confronted with others' views.
• The greater the diversity of the audience, the more likely that thought-provoking ideas may appear: devote time

and resources to ensure that participants invited represent groups with different interests
• Identify a group of people that usually do not have the opportunity to exchange opinions, experiences and points of view on a subject within their common scope of interest. This will open new possibilities for networking.

4. Choosing the right venue and arranging it

Venue:

a room that is big enough for participants divided in groups of 10 people, seated at tables where they can discuss easily and move from table to table (consider approximately 20 sq. meters for each group).

• Choose a separate room, secured from non-authorized access and quiet, so that people can concentrate on the discussion

Setting: arrange the venue in an informal welcoming way or hold the event in a real café that would be privatised for the event.

Catering: snacks and drinks should be served directly at working tables, or provided as a buffet easily accessible to participants.

5. Schedule and timing

• Avoid weekends when professionals and experts are less available
• Afternoon or early evening is a good option to get professionals and it allows you to organise a networking drink with the audience and even a dinner with the experts afterwards.
• Be strict on timing, especially regarding the time for experts' presentations (10 minutes).

6. Moderation

RSC are moderated at two simultaneous levels: at central level by the main moderator and within each group by group moderators.

The main moderator:

• Hosts the event, ensuring that it proceeds smoothly, in line with the scenario
• Supports the experts during the event. Introduces the topic and all the experts at the beginning
• Controls the general timing of the event
• Leads the common part, during which groups are exchanging results
• Looks after the experts, guiding them through the different phases of the RSC.

The main moderator should be responsive and adapt to unexpected changes.

Group moderators:

• Introduce the audience members in the group and the dedicated expert to each other
• Facilitates discussions in the group, asking additional questions, inviting people to speak, etc.
• Control the timing according to the scenario

Group moderators focus on creating space for all participants to contribute, preventing the discussion from being dominated by more charismatic group members.

Tips

• Organise a training session with moderators both general and group moderators. It is pivotal to keep the discussion on track.
• Break the ice, make people feel welcome upon arrival: e.g. offer drinks, show people around the room, introduce the different tables, experts and questions they will deal with (get support from your staff or interns to welcome the audience)

POP-UP SCIENCE SHOP

INGREDIENTS

• 1 contact person / mediator
• 1 research team or students + 1 supervisor
• blackboard or pinboard
• markers
• stickers

STEP BY STEP

1. Choosing your topic

The pop-up Science Shop format implies that the themes are defined by the 'clients' of the shop (citizens, CSOs and other stakeholders) whose requests will be translated into topics and questions to be worked on or processed in scientific research.

• The clients' open questions, requests or concerns are collected during a first meeting.
• To understand the clients' concerns/problems and shape the research question, you need to find out the question-behind-the-question, checking what information or hypotheses the persons asking the question may already have.
• Then you can agree on research objectives and timeframe, identify sources of knowledge.

Examples from Sparks

• 'How can researchers, citizen scientists, living labs and other stakeholders be brought together to improve science and society?'
• 'How can science be made easier and more appealing to students?'

2. Getting the right team on board

Find a supervisor and researchers or students to participate and create commitment:

• Invite them to join your network of experts and organisations.
• Promote the idea of piloting or experimenting with participatory approaches.
• Plan at least 6 weeks of research to work on the questions.

3. Communication

Introduce the idea of the Science Shop methodology and its possible impact in the local community. Emphasize the chance to express research needs, concerns or requests.

• If you are a research centre find a science centre or science shop.
• If you are a museum find a research team at early stage of its research process.

Maintain the communication and process, from the start to the end of the research process.

Facilitate a useable presentation/publication of the results (popular report, brochure, website, seminar, press release, etc.)

4. Choosing the right venue and arranging it

Venue:

The Pop-up Science Shop is not necessarily event or venue based. Running an event is one possibility to collect questions but you can also do it through online tools for instance.

You will need a venue ('meeting room') for clients, researchers and stakeholders to get together and discuss: this can be the lab of the researcher or the living room of the client or your office.

• Create a visible contact point for visitors to ask/place their questions, concerns or requests (e.g. at the exhibition, in a corner of an activity room, at your science centre or university at the welcome desk, in the hall way, close to the coffee machine).

Setting: see 'Moderation' section.

Catering: no catering is needed but coffee to welcome clients is always nice!

5. Schedule and timing

How long do meetings last?

• The first meeting should last around 90 minutes.

If you do an open afternoon, bear in mind that people will not stay longer than 3 hours.

And on the long term?

• When running the Science Shop activity, projects may be set up in a time frame of about 3 months, though the availability of students may prolong it by another 6-12 months.

Tips

The intake of a problem and its reformulation into a research question does not take a very long time but as it is about research, if you expect results, a student project, a bachelor or a master thesis or a 'free' researcher might take up to 12 months.

Working with universities, it also depends on the academic year whether the 'problem' pointed out can directly be worked on.

6. Moderation

In a Pop-up Science Shop the moderator plays a coordination role, facilitating the collection of inputs from the public. This is a demanding role to extract the research question behind the expressed problems, to find a supervisor or to accompany the progress in research.

The interaction between researchers and clients all along the process needs to be moderated (usually this is the role played by the Science Shop).

• Find one contact person from your organisation as mediator of the process and students or researchers working on the research question.

• Collect questions through

  • a blackboard or a pinboard where participants either fill in a form or freely express their topic.

  • a letter box for clients to drop their questions or thoughts but do not forget to ask for contact details to involve them in the next meetings

  • a telephone number or e-mail address for clients to contact you.

• If appropriate, make use of online dialogue tools (social media, online discussion forum etc.).

SCENARIO WORKSHOP

INGREDIENTS

• 1 main moderator
• 1 rapporteur per group
• Microphones
• Laptop
• TV screen/beamer
• Pin boards and/or flipcharts with paper
• Felt-pens/markers
• Stickers, name tags

STEP BY STEP

1. Choosing your topic

Define a topic of relevance for your community or your stakeholders and upon which there is consensus that local action is a necessity.

• Type A: linked to the field of activities the participants have in common, oriented towards the consolidation of a network.

•Type B: determined on your initiative together with your local partners and involved stakeholders.

The topic should present an opportunity for action (not all decisions have already been taken)

•It should not be too narrow.

•It might come from another activity (e.g. Reverse Science Café or Science Espresso) or from discussions with current or previous partners, organisations or people in your local network etc.

Examples from Sparks

• 'Noise pollution'
• 'Recommendations on simplifying medical data circulation and use based on existing legal system';
• 'Tracing back the relationship between Dr. Research and Mr. Patient'.

2. Getting the right expert(s) on board

You will prepare the scenarios together with experts.

• Appoint an external planning group including specialists on the topic of the workshop or presenting a specific commitment to the chosen topic.

Write a set of scenarios describing alternative ways of development for the topic:

• The scenarios are not predictions but represent different technical and organisational solutions with social and political values.

• They inspire criticism which can lead to new visions and proposals for action.

3. Communication

Select and prepare your audience: in line with the topic and type of Scenario Workshop, carefully select participants that have the motivation and practical means of intervention on the issue in their own domain.

Send them the scenarios to read and reflect upon in advance.

Tips

• Introduce this opportunity to your local community groups (e.g. patient groups, health insurance companies, health service suppliers as well as community administration or researchers).

• If you organise the Scenario Workshop as part of an exhibition, don't forget to include the event in the exhibition promotional material.

4. Choosing the right venue and arranging it

Venue:
a seminar room with capacity for dialogue-oriented plenaries and group discussions.
Setting: if you cannot have two distinct spaces for plenary and group discussions, choose furniture that is light and easy to move such as footstools and flipcharts rather than tables and chairs.
Catering: hot and cold drinks + light lunch for full day meetings.

5. Schedule and timing

- Type A 'Synergies' Scenario Workshops: on a week day or a weekend, as the participants come from the same organisation, or a group or network of partner organisations.
- Type B 'Development' Scenario Workshops can, for some participants, be considered as part of their professional occupation and for others it is voluntary work, judge what timing will suit participants best (e.g. over two consecutive evenings, rather than a full day workshop).

6. Moderation

- Appoint an experienced general moderator.
- Each working group has to agree on a presenter of results.
- All contributions should be treated equally.

Tips
Ensure participation throughout the whole event. It's not a drop-by event!

GOING FURTHER…

Looking for the right partner in your country? Need some support to implement your programme of activities?

Check out our database of contacts on the Sparks poster where you can browse through the organisations that have been involved in Sparks local partnerships and activities in 29 European countries, ready to help you!

JUNE 2018

Sparks project

Editor: KEA European Affairs

Grant Agreement
No. 665825

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SPARKS PROJECT

Funded by the Horizon 2020
Framework Programme
of the European Union

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