

HOW TO ORGANIZE A CITIZEN WORKSHOP ?



INVITE MEMBERS OF YOUR NETWORK TO A 2.5 HOUR CONVIVIAL CONSULTATIVE ACTIVITY
Theme: How to reduce our dependence on fossil fuels?

TIME REQUIREMENT



PREPARATION

INVITATIONS
SET-UP
PRINTING

FACILITATION

SUPPLIES



MARKERS
FOR LEGIBILITY
FROM A DISTANCE



STICKY TACK
TO STICK THE CARDS ON
THE SUMMARY POSTER

PREPARE THE FACILITATION TOOLS 1 HR



THE PARTICIPANTS WILL WORK IN
TEAMS OF 4 TO 7 PEOPLE



A "DIY" KIT WILL BE
NEEDED FOR EACH TEAM



EVERY DIY KIT
CONTAINS :



1X
EACH THEME CARD



12X
BLANK
CHALLENGE/PROBLEM
CARDS



20X
BLANK
SOLUTION/PROPOSAL
CARDS



1X
SUMMARY POSTER

THE OCPM WILL PROVIDE KITS FOR GROUPS OF MORE THAN 15 PARTICIPANTS



FOR GROUPS WITH
FEWER THAN 15
PARTICIPANTS



PRINT THE ENTIRE
PDF IN THE KIT



CUT ALONG ALL
DOTTED LINES TO CREATE
THE CARDS



ASSEMBLE THE 6 PAGES OF
THE SUMMARY POSTER

ROOM SET-UP ⌚ 1 HR



YOU WILL NEED A WORK TABLE FOR EACH GROUP WITH 4 TO 7 CHAIRS AND A SECTION OF WALL FOR POSTING

ATTACH THE SUMMARY POSTER TO THE WALL AND MAKE 2 PILES OF CARDS WITH THE "CHALLENGE/PROBLEM" CARDS AND THE "SOLUTION/PROPOSAL" CARDS

TIME TO FACILITATE!

USE THE "FACILITATION HANDBOOK" TO ...

1

CHOOSE A THEME FOR EACH TEAM TO DISCUSS

2

IDENTIFY THE CHALLENGES/ PROBLEMS

3

PROPOSE SOLUTIONS

4

CHOOSE SOLUTIONS

* Available on ocpm.qc.ca from November 6

CONTRIBUTE TO THE ONLINE CONSULTATION

Use your group login to connect to vertMtl.org and submit your proposals

TAKE PHOTOS OF YOUR WORKSHOP

PUBLISH ON SOCIAL MEDIA #VERTMTL



AT LEAST ONE GROUPE PHOTO AND ONE PHOTO TAKEN DURING THE TEAM DISCUSSIONS



USE @OCPM IN THE DESCRIPTION OR IN THE COMMENTS OF THE PHOTO



USE #VERTMTL AND @OCPMONTREAL

FOR MORE INFORMATION ABOUT THE CONSULTATION

VISIT OCPM.QC.CA/VERTMTL
FOLLOW US ON FACEBOOK AND TWITTER

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