

Step 1: Writing Your Charter for Your Growing City

Step 1B Activity i: Initial Charter Workshop

Workshop Room Layouts - Option A

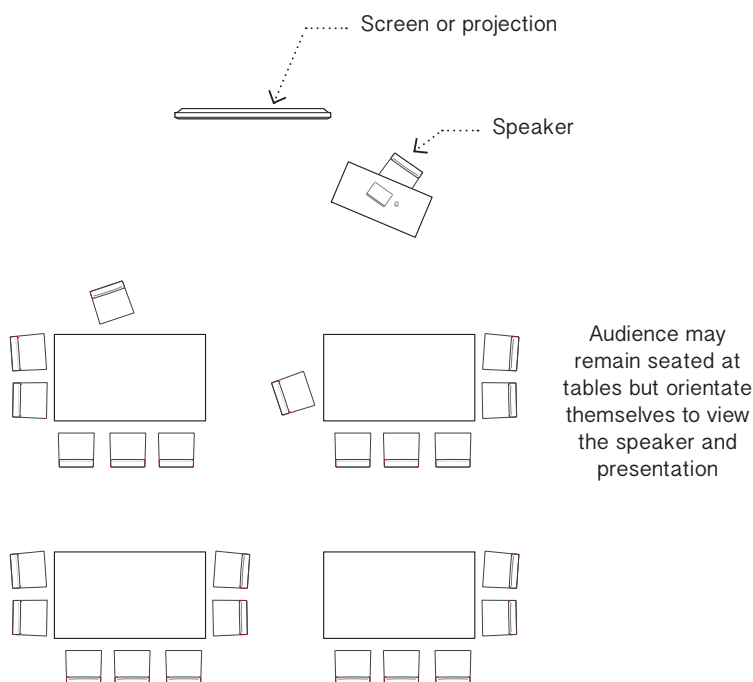
This layout can be used in a room where a number of tables can be arranged forming small discussion groups.

Equipment required:

- Chairs for all attendees
- A screen / projector
- Tables seating up to 8 people

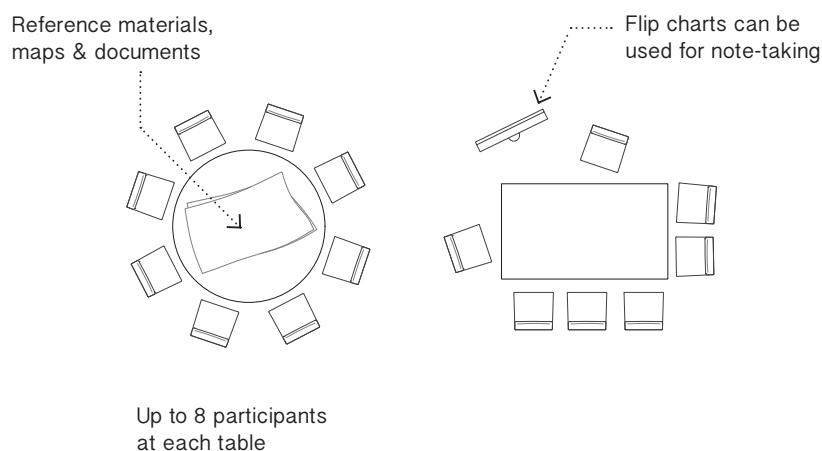
Presentation & Feedback Format

The tables can remain in place for both presentations and feedback sessions, but participants may want to orientate their seats towards the speaker and presentation.



Discussion Format

Each table can form a discussion group of up to 8 people, if necessary using flip charts as well to take notes.



Step 1: Writing Your Charter for Your Growing City

Step 1B Activity i: Initial Charter Workshop

Workshop Room Layouts - Option B

This layout can be used in a room where tables are unavailable or space is limited.

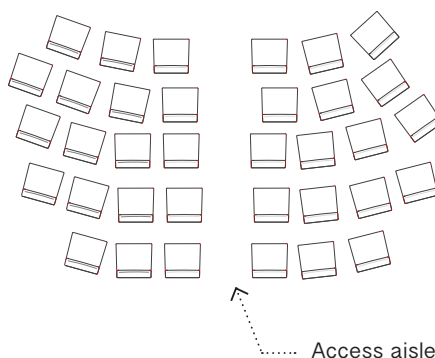
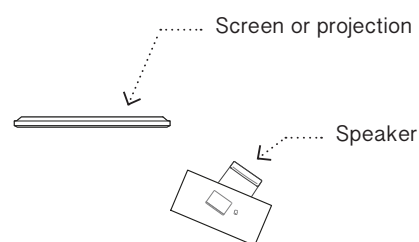
Equipment required:

- Chairs for attendees (if available)
- A screen / projector
- Flip charts

Presentation & Feedback Format

Chairs should be arranged in front of the speaker and the presentation. You may want to keep an aisle clear for access and ensure that there is enough space between chairs for attendees to move easily. Make sure that the presentation is visible for all of the audience to view.

If there are not enough chairs for all, some attendees could choose to stand behind the chairs.



Discussion Format

The seats can be re-arranged for the discussions by forming circles of up to 8 participants. Each group should have a flip chart or some other means of taking notes.

