

[This is a copy of one of the “Attendee Details” questionnaires which we circulated in advance of one of the Sensational Museum workshops. We are sharing it to give you an example of the kind of questions which are useful to ask co-creators in advance. You might like to adapt it and use it as a template or create your own from scratch.]



Co-creation Workshops Attendee Details

This form is designed give and collect information to arrange the workshop. Do get in touch, if you prefer to give your answers verbally (we can speak on the phone, a video call, or via voice notes), or by email.

More information about the workshop timetable and any pre-workshop materials will be provided at a later date.

Name:	
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Venue

AMGUEDDFA GENEDLAETHOL CAERDYDD

Oriel Suite, [National Museum Cardiff](#), Cathays Park, Cardiff
CF10 3NP

[National Museum Cardiff Accessibility Guide](#)

We are planning to split the Oriel Suite to include 2 smaller breakout spaces, with step-free, open panel access between spaces.

The Workshop

The Schedule

We are expecting to welcome attendees from 9.30am, with a planned 10am start. The workshop will end at 1pm.

There will be regular breaks. I will send a detailed schedule with sessions in advance.

1. What requirements do you have for the workshop sessions?

Please select as many that apply, and specify any other requirements in 'other' textbox

<input type="checkbox"/>	BSL interpreter
<input type="checkbox"/>	Speech to text stenographer
<input type="checkbox"/>	Disposable event earplugs
<input type="checkbox"/>	Ear defenders
<input type="checkbox"/>	Digital content in advance
<input type="checkbox"/>	Large print materials of digital content
<input type="checkbox"/>	Printed materials of digital content
<input type="checkbox"/>	Quiet room/space

<input type="checkbox"/>	Room for personal chair manoeuvrability
<input type="checkbox"/>	Seat with full view of the workshop room (without your back facing anyone)
<input type="checkbox"/>	No specific requirements
<input type="checkbox"/>	Other (<i>please specify below</i>)

2. Could you provide details of any provision which will benefit you during the in-person sessions?

E.g. frequency or lengths of breaks, environment in terms of lighting or sound, information provision, translation, support, equipment

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Refreshments

We will not provide bottled water automatically. Please do bring a refillable bottle, or email us to request one in advance.

1. Do you have any dietary requirements or restrictions? Please detail below.

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Do you have any other requirements or needs associated with refreshments? (environment/chair type or size/timing/equipment)

Transport

You can claim for local travel to and from the workshop unless National Museum Cardiff is your usual place of work. Lucy has attached an expense form to her email to allow you to do so – but do ask her about it.

Driving

If you're planning to drive, you can claim petrol at 45p per mile. You can claim for parking costs, but *not* parking tickets or fines. Please keep receipts.

Trains

If you would like to book your own train, trains should be booked in advance and on standard class, unless you need otherwise for accessibility reasons.

If you are travelling by train, and you would like us to arrange that, please give the details of the trains you would like booked below.

Please note if you would like me to book railway assistance.

Taxis

If you require taxi transport, please note the reason below, e.g. accessibility, lack of public transport, travelling late. Please also note any taxi requirements (wheelchair, luggage requirements).

Providing the reason is necessary for us to claim back taxi expenses

Your Emergency Details

1. If you're happy to provide it, please include your phone number below

To be used for urgent/logistics messages by Lucy.

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2. Emergency contact

In the event we need to get in contact with someone on your behalf in case of emergency, please provide their details below.

NB We only require one emergency contact. However, if you have more than one person you would want us to contact, please also fill out the 'secondary contact' section.

Primary emergency contact

Full name	
Relationship to you	
Mobile telephone	
Home telephone (<i>optional</i>)	

Work telephone (<i>optional</i>)	
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Secondary emergency contact (*optional*)

Full name	
Relationship to you	
Mobile telephone	
Home telephone (<i>optional</i>)	
Work telephone (<i>optional</i>)	

Anything Else?

Please let us know if there are other questions and/or requirements options we haven't added to this form that we need to know about.

Not only is this very important for your time with us at the workshop, but it will also help us better design our pre-workshop forms in future.

What else do we need to know?

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