

[This is a copy of one of the “What to Expect” documents which we circulated in advance of the workshops which were used to prototype this toolkit. We are sharing it to give you an example of the kind of information which is useful to share with co-creators in advance. You might like to adapt it and use it as a template or create your own from scratch.]



Strand B Workshops

Contact Details

Charlotte Slark:

Phone Number: 07XXXXXXXXXX

Workshop Venue:

The Wellcome Collection,
183 Euston Rd., London NW1 2BE

The Wellcome Collection is almost opposite Euston train station. More information on how to get to The Wellcome Collection can be found [here](#).

We will be running the workshops in a private room on the first level of the Wellcome Collection. There is a connecting room with comfortable seating which will be available throughout the day. There will also be access to a nearby private quiet room throughout the entirety of the workshops.

We will be providing lunch and refreshments but there is also a café available on level 0.

There is step-free access throughout the building. All the rooms we will be using are accessible by lift.

There are accessible toilets on all floors of the building. There is a Changing Places toilet on level 0.

The Wellcome Collection is open from 10am to 6pm on the days of the workshops. Entry is either via two revolving doors or via the accessible door in between them.

[Accessible guide to The Wellcome Collection](#)

Please come to the main entrance of The Wellcome Collection. [Museum staff member] will be waiting to take people up to our room but the visitor services team will also have a list of your names and will be able to show you where to go.

Food and drink

Lunch

Catered at The Wellcome Collection

Sandwiches (all vegetarian):

Hummus & grilled veg

Cheddar & tomato

Egg and cress

Middle eastern meze wrap

Drinks

Tea, Coffee and water served in the morning, and then available throughout the day. There is a water bottle refill point in the room we are using.

Café

For any additional food or drinks you'd like to purchase during the day, The Wellcome Collection café is on the ground floor by the entrance to the building.

Workshop 2 – Friday 23rd February 2024

What to Expect

Aim/overview of the day

The Sensational Museum approach to this workshop is to build a collaborative and equitable session. It will be designed as a process of co-creation.

In keeping with the project, we are creating a workshop that specifically rejects a visual-centric way of working – no post-it notes, no whiteboards.

This is something we are developing, so it will be experimental. We will ask you about how successful the workshop sessions feel, and we're looking for feedback on how to improve or build on this way of working.

What will be provided

In advance:

- Materials to introduce the project.
- Please read/listen to the podcast and fill in the short worksheet in advance of the workshop day.
- Digital copies of any documents, including written instructions for tasks or questions.

On the day:

- Large font name badges.

- Writing materials (paper and pencils)
- Hard copies of any documents, including written instructions for tasks or questions.
- Digital copies of any documents, including written instructions for tasks or questions.

What to bring:

- Clothes you can relax and be yourself in – and that you don't mind having a name label attached to.
- Any equipment you might need personally to make notes or access workshop materials.
- Any electronic equipment should be well-charged in advance wherever possible.

Schedule

10.00	<p>Arrival at the Wellcome Trust</p> <p>Tea and coffee Name label collection</p>
10.15	<p>Housekeeping, recap, intro to module 2</p> <p>Very brief reminder of the room and adjoining areas, including toilets, the quiet room and the layout of the workshop space.</p> <p>Alison and Charlotte will recap what the week one module now looks like and talk about the objectives for this week's module.</p>
	<p>Multisensory prompt activity</p>

10.30	A two-part group activity where you'll work through our multisensory prompt list.
11.30	Break – for snacks, coffee, water, bathroom visits
11.50	<p>Feedback – Multisensory prompt activity</p> <p>A whole group discussion on the experiences of the multisensory prompt activity.</p> <p>Tell us what worked and what didn't for our multisensory prompt activity. Is there anything you would change or add to our list of multisensory prompts?</p>
12.50	Lunch
13.30	<p>Co-production session plan</p> <p>In groups you will be examining and critiquing our updated plans for the four co-production sessions.</p>
14.20	Break – for snacks, coffee, water, bathroom visits
14.40	<p>Feedback – Co-production session plan</p> <p>We will be discussing your observations and critiques of the co-production plans.</p>
15.40	<p>Podcasts and general co-creation discussion</p> <p>We want your thoughts on the examples we have used, and want to hear about your expertise and perspectives on co-creation and best practice.</p>
16.00	End

