



Facilitator notes: Module 3 – Getting ready for co-creation

What are the aims of the module?

The aim of this module is to get you ready for the co-creation sessions. It will help you to:

- Get into the mindset for co-creation
- Prepare the resources to welcome a mixed group of co-creators
- Prepare all the accessible resources to enable your co-creators to develop a multisensory interpretation for your museum.

What is in this module?

Pre-workshop activities

There are two pre-workshop activities for this module. Workshop attendees need to listen to two podcasts, which are less than 10 minutes each. One is on **co-creation** and one is on **creative audio Description**. If you would prefer you can all listen to these as a group at the beginning of your workshop. There are descriptive transcripts available for each podcast for those who would prefer to read instead of or alongside listening.

What is it?	Type of activity	What format is it available in?	How long will it take to do?
Podcast introducing co-creation	Individual (but if you want to do these together and	Audio file, descriptive transcript	Less than 10 mins

	discuss them you can!)		
Podcast introducing creative audio description	Individual (but if you want to do these together and discuss them you can!)	Audio file, descriptive transcript	Less than 10 mins

Workshop

This third workshop will support your group to create the resources you will need for the co-creation sessions. A minimum of two weeks before the co-creation workshops begin, you should be able to provide (as needed):

- A **visual story**
- A **descriptive story** of the experience of entering the museum, the space they enter into, and where to find the welcome desk
- a space that can be used as a **calm room**, equipped as well as possible to be suitable for this purpose
- The description of **what to expect** at the workshop
- The **"needs" questionnaire** to participants before the workshop begins.

The workshop will guide you through a series of **discussion tasks** to help you achieve this.

- The first discussion will be a reflection on the co-creation and disability equity podcasts. You will get some prompts to support the discussion. The key topics that you will consider will be power balance; insider/outsider facilitation; contradictory needs.
- The second task will draw on the task from last week, where you considered the ways in which your museum might disable people. In thinking about your co-creation groups, you will start to think about the ways in which you will need to accommodate

your co-creators, and what things you might need to provide in advance (for example, visual stories, audio descriptions of access information etc).

- You will then be asked to come up with a **museum-wide co-creation mission statement**. This will spell out what you are trying to achieve with your co-creation sessions and explain the rules of engagement for the museum (for example respecting the expertise of co-creators and treating that expertise in the same way as curatorial expertise).

Reflections	
Reflection/discussion about the pre-workshop podcasts	30 mins
Welcoming Co-creators	
Part A: Introduction	5 minutes
Part B: Creating resources for co-creators	35 minutes
Break – 15 mins	
Part C: Round-up and forward planning	20 minutes
Creating a museum co-creation mission statement	
Create a mission statement	30 mins
Wrap-up	
Wrap-up discussion	10 mins

Post workshop activities

Attendees are asked to fill out module three’s **reflective log**. This is an opportunity for attendees to process the contents of the module and develop their thinking.

There will also be follow on work that will need to be done before the co-creation workshops, such as finalising the co-curation mission statement and the visual story of the museum. You will decide in the workshop who will be responsible for completing these tasks.

What is it?	Type of activity	What format is it available in?	How long will it take to do?
A reflective log	Individual	Screen readable/printable worksheet	Approx. 10 mins
Follow up work on co-creation resources	Individual/task force	To be discussed in the workshop	

What do you will need to for this module?

- Send a pre-workshop email to the participants (draft included), including:
 - Pre-workshop podcasts
- Listen to the podcasts
- Read the facilitator notes for the workshop
- Prepare the materials for the workshop (as detailed in the Workshop facilitator notes)
- After the workshop – send the post-workshop email to the participants (draft included), including the post-workshop activities