



Facilitator notes: Module 3 workshop

The first two modules have been about getting you into the sensational mindset. The next two modules are going to be slightly different.

The aim of this workshop is to get ready for the co-creation sessions at your museum. In this workshop you will begin to develop some of the practical resources that your co-creators will need for their workshops. It is unlikely that this workshop will give you sufficient time to finalise these resources. However, it should provide a starting point.

At the end of the workshop you will need to decide who will be responsible for working on the resources going forward.

Pre-workshop preparation

There are several pre-workshop preparation tasks that you need to carry out for this module.

Summary of facilitator pre-workshop tasks:

1. Read through all facilitation instructions
2. Gather resources
3. Email participants:
 - Pre-workshop podcasts
 - The Wellcome Collection visual story
 - Your museum's visual story, co-creation mission statement, manifesto or guiding principles (if you have one)

- If you don't already have a calm room/space in your museum, it might be helpful to read and/or share [Developing the Gallery Calm Room: a journey of creating an accessible space for inclusion and well-being by Alicia Teng](#)

What do you need to do before the workshop?

1. Read through facilitator instructions

Please read through all of the facilitation instructions for running the workshop, to make sure it is all clear.

2. Gather resources

In this workshop you will be creating resources for your co-creators. Find out in advance if your museum already has

1. A visual story
2. A co-creation mission statement, manifesto or guiding principles.

If you don't already have a calm room/space in your museum, it might be helpful to read [Developing the Gallery Calm Room: a journey of creating an accessible space for inclusion and well-being by Alicia Teng](#)

3. Email module 3 participants

You need to email all module 3 participants with a) pre-workshop activities, and b) a copy of the [Wellcome Collection visual story](#) and (if you have one) a copy of your museum's visual story, co-creation mission statement, manifesto or guiding principles.

We have created a draft email to hopefully make it easier. Please do feel free to re-word it as you would like. The drafts are simply to try to make the process less burdensome for you.

Running the workshop

An approximate timing for each of the workshop tasks is here:

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

Reflections activity:

Reflections	
Reflection/discussion about the pre-workshop podcasts	30 mins

Summary of the task: The aim of this task is to reflect on the podcast on co-creation, and to bring this together with some of the thinking from previous weeks. This task will also provide some of the conceptual groundwork that will be useful for the third task in today's workshop (creating an institutional wide Co-creation Mission statement).

NOTE TO FACILITATOR: One of the most challenging things within co-creation can be allowing a group of people who do not work in a

museum to take control of the content that will be exhibited in that museum. You will get some prompts to support the discussion.

Instructions for participants: The first task today will be a reflection on the co-creation podcast and the disability equity podcast that you engaged with in the last workshop. In thinking about these podcasts, we would like you to discuss the following questions:

- What expertise can co-creators bring?
- Why is the expertise of co-creators needed within museums and cultural heritage environments?
- What might the challenges be for you as museum professionals, in relinquishing the decision making to co-creators?
- What might the challenges be in making co-creators feel like their expertise is recognised and valued in a museum space?
- Thinking back to the last workshop where we thought about ways in which our museum might be disabling, how might this impact your co-creators?

You are going to split up into groups of around 3 or 4 people to talk through these questions. It would be useful if one person could make some notes on the discussions (in whichever format you prefer), as these notes might be useful for a later task in this workshop. You will have about 20 minutes to talk through the questions in your groups, and then we will have a brief feedback session as a whole group.

NOTE TO FACILITATOR: If you are working with a smaller group then it's ok to do the whole activity as one group.

Welcoming co-creators

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
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Part A: Introduction

Part A: Introduction	5 minutes
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Instructions for participants: The second task will draw on the discussion from the last workshop, where you considered the ways in which your museum might disable people. Before you start to recruit people for co-creation, it is important to consider how you might address some of the ways in which your museum disables people, so that when you invite people, you have pre-prepared resources that will reassure them that you understand and can meet their needs. (NOTE: These do not need to be professionally produced).

A minimum of two weeks before the co-creation workshops begin, we 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**, and 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.

In this session, you are going to begin creating a **visual story** AND/OR a **descriptive story**, which you will be able to send to co-creators coming to the workshops.

Visual story: A Visual Story of the museum is a photo document supported by limited, clear explanatory text. It can be particularly beneficial for neurodivergent or high anxiety people. The aim is to provide people with a tool that can explain what to expect at the museum. These include photos of the approach to the museum, the

entrance/foyer, shop, café, loos, lift (all access facilities), and images of galleries as a whole space, with perhaps one focal photo of a key item or display. You may also want to include photos of any potential sensory triggers, such as loud noises (hand dryers in the loos, etc.).

Descriptive Story: The Sensational Museum project advocates providing information in different mediums so that it is accessible to a broad range of people. With this in mind, we are asking museums to create a descriptive story. This will be the same as the visual story, with the addition of verbal descriptions of the spaces depicted in the photos (NOTE: this is not the same as describing the photo, we would like you to describe the space that the photo is trying to capture). This could be beneficial to visitors who are blind or partially blind, or anyone who may benefit from support in navigating the space.

Part B: Creating resources for co-creators

Part B: Creating resources for co-creators	35 minutes
Break – 15 mins	

Instructions to participants: You are asked to break into small groups, to plan/consider the **visual story**. If you already have a visual story at your site, please think about if/how it could be enhanced/adapted to meet the needs of *adult* co-creators, who may be travelling independently to your museum/heritage site. You can then begin planning your **descriptive guide**.

You have been emailed an example of a visual story created for adults. The pre-workshop podcast on audio description will also be helpful. In small groups, you need to:

IF YOU DO NOT HAVE A VISUAL STORY FOR YOUR MUSEUM:

- Look at the example visual story. Think about which spaces in your own museum you would need to capture.
- Go and take a photo of one of those spaces (if there are multiple groups, each group can capture a different space). These photos can be taken with your phone.

c) Agree on the text you would include to support the image.

IF YOU ALREADY HAVE A VISUAL STORY FOR YOUR MUSEUM:

- a) Consider the visual story that you already have at the museum. Are there ways in which this could be improved?
- b) Think about the images that are present in the visual story. Go to those spaces and describe the space in a small group (around 3 people). Think about the information that might be useful if you were trying to use that description to support navigation. It might be helpful to record your discussion (this can be done using the voice note function on your phone), so you can use it to support the development of the description in your Descriptive story.

NOTE TO FACILITATORS: Visual stories in museums are often written for children and families. This is an important resource but is not always suitable for adults who would also require or benefit from a visual story. Your visual stories should be written in clear, accessible language suitable for an adult audience. For a good example of this see the [Hampton Court Palace access guide and social story](#).

Part C: Group discussion

Break – 15 mins	
Part C: Round-up and forward planning	20 minutes

NOTE TO FACILITATORS: The aim of this discussion is to explore the group's reflections on the visual story and/or the descriptive story, and to consider different approaches people might have taken.

In this session, we also want you to ask people to reflect on the ways in which your museum can be disabling, and to think about the other things that might be needed to support the co-creation sessions.

You will need to set up a mini task-force who will be able to further develop the resources that you will need for co-creation.

In this session, as a group, you should also agree who will be responsible for developing some of the materials/facilities that you will need to support your co-creators. These should include tasks such as:

- Completing the **visual AND/OR descriptive stories**
- Identifying and/or furnishing a suitable **calm room** space. For more information on this, read [Developing the Gallery Calm Room: a journey of creating an accessible space for inclusion and well-being by Alicia Teng](#)
- Creating a **what-to-expect document** for each workshop (NOTE an example can be found on the Module 3 webpage)
- Creating a **'needs' questionnaire** for co-creators (NOTE: an example can be found on the Module 3 webpage).

Creating a museum co-creation mission statement

Creating a museum co-creation mission statement	
Create a mission statement	30 mins

Summary of the task: The aim of this task is to create a **museum-wide co-creation mission statement**, which can be shared across all levels of your institution. 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).

NOTE TO FACILITATOR: Your museum may already have a co-creation mission statement, manifesto or guiding principles. If this is the case, spend some time going over it and discuss whether you feel like it needs to be updated.

Instructions for participants: We are now going to create a co-creation mission statement to be shared throughout the whole museum. This will ensure that the everyone in the museum

understands what we are hoping to achieve. It will also help ensure that everyone in the museum respects our co-creators as experts in their own right.

To think about this, we will draw on the discussions and considerations from the previous tasks today. Some of the content from the disability equity podcast and the co-creation podcast are also likely to be helpful.

What we need to communicate in this statement is:

- Why we need co-creation to enhance the experience for all visitors
- How we will challenge disablism within our museum, to make it clear to our co-creators that we value their participation.
- How we will empower co-creators to challenge traditional ways of working and thinking in museums
- How we will ensure that our co-creators' views are respected and acknowledged
- Who will make the final decisions (NOTE: this should not be the museum by default)

Workshop wrap up:

Wrap-up	
Wrap-up discussion	10 mins

Once your discussions have finished, and before participants leave, please let them know:

- There is one post-workshop activity for all participants to do. Attendees are asked to fill out the module three **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. You will decide in the workshop who will be responsible for completing these tasks. A

minimum of two weeks before the workshops begin, they 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 for this purpose
- The description of **what to expect** at the workshop
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