



Facilitator notes: Module 5d – Finalising Ideas

The aim of this workshop is to finalise the experience or exhibit concept ready to send to the designers to be produced.

Pre-workshop preparation

Summary of facilitator pre-workshop tasks:

1. Read through all facilitation instructions
2. Co-ordinate with the designers
3. Email participants
4. Print out the copies of the filled-in Concept Brief

What do you need to do before the workshop

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

1. Read through facilitator instructions

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

2. Co-ordinate with the designers

You will need to invite your museum designer[s] to the workshop to present their concept designs to the co-creators. Make sure that the designer is aware of the time and date of your workshop and is available to join, preferably in-person.

3. Email co-creators

You need to email all workshop participants with the materials needed in the workshop.

We have created draft emails to make this easier. Please feel free to re-word them as you would like. The drafts are simply to try to make the process less burdensome for you.

4. Finalising the brief – printing materials

In order to finalise the Concept Brief, your group will need copies of the brief that was sent to the designer. You will need to print out enough copies of this for your co-creation group. You should also email both the standard and large print versions to participants in advance, so that they can access them on their mobile devices during the session.

Running the workshop

NOTE: This workshop can be split into two. Depending on your timeline, you might like to spend more time meeting with the designer[s] and/or working on the brief.

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

The Concept Brief	
Reminding ourselves of the brief	5 mins
Meeting with the designers	
Designers join the workshop	1 hour
Break – 25 mins	
Finalising the brief	
Part A: post meeting debrief	10 mins
Part B: Finalising the brief	45 mins
Wrap up discussion	
Round-up and next steps	5 mins

The Concept Brief

The Concept Brief	
Reminding ourselves of the brief	5 mins

Reminding ourselves of the brief

Summary of the task: As there may have been a larger gap between the last workshop and this one to give the designer[s] time to work on the concept design, it is a good idea to refamiliarize everyone with the brief that was sent to the designer[s].

NOTE TO FACILITATOR: You do not have to go over this in detail but instead just spend five minutes reminding everyone of the key points. You will have sent out the brief to co-creators in advance of the meeting so that everyone can revisit it in advance.

Meeting with the designer[s]

Meeting with the designers	
Designers join the workshop	1 hour
Break – 25 mins	

Summary of the task: This is an opportunity to meet with the museum designer[s] who will present their designs to the group to be refined and finalised.

Below is a proposed itinerary for the meeting. It is likely that the co-creation group will have follow-up questions about their designs. The meeting can be run more like a discussion, depending on what works best for your group.

Proposed meeting itinerary:

- The designer presents their designs to the group

- The co-creators offer feedback and questions about the design

Prompts for the participants: (if necessary)

- What do you like about the design? Why?
- Is there anything you want to change? Why?

Finalising the brief

Break – 25 mins	
Finalising the brief	
Part A: post meeting debrief	10 mins
Part B: Finalising the brief	45 mins

Summary of the task: Taking into consideration your meeting with the museum designer[s], you will now finalise the brief ready to send to them to produce your experience or exhibit.

Part A: post-meeting debrief

Part A: post meeting debrief	10 mins
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Summary of the task: This is an opportunity to discuss everyone's thoughts and feelings about the design presented by the designer[s].

Instructions for participants: We are now going to discuss the meeting we just had with the designer[s].

Prompts for participants:

- What did you like about the design?
- Is there anything we need to change about the design?
- What information do we need to give the designer[s] so that they can produce our experience or exhibit?

NOTE TO FACILITATOR: This last question should hopefully lead nicely to Part B of this task.

Part B: Finalising the brief

Part B: Finalising the brief	45 mins
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Summary of the task: You will now finalise/refine the Concept Brief ready to send to the designer[s].

Instructions for participants: We are now going to finalise/refine the Concept Brief which we will send to the designer[s] so that they can make our experience or exhibit.

We are going to work on it together today and then I am going to add any museum-specific details afterwards (for example gallery measurements). I will send the final version to you all to approve before I then send it on to the designer to produce our experience or exhibit.

NOTE TO FACILITATOR: As a group, go through the Concept Brief again to add any updates or changes. Make sure that you address any specific questions that the designer[s] had about the concept and/or any changes that the co-creators want to make to the design.

You will need to send a completed version of this document to all of the co-creators for sign off after this session and before you then send it on to the designer[s].

Wrap up discussion

Wrap up discussion	
Round-up and next steps	5 mins

Summary of the task: This is an opportunity to confirm the next steps in the process with the co-creators.

Important things to cover:

- What are the next steps?
- If this is the last workshop, they will be asked to sign off on the brief via email.
- Will they be involved in further production decisions? If so, how?
- Will you be keeping them up to date on progress? How?
- If there will be more workshops for the process or if you will be asking for further input from the group, how and when will this happen?

NOTES FOR FACILITATORS: There is a draft post-workshop email, to hopefully facilitate the process. 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.

After the workshop:

1. Email the final brief to the co-creators for sign-off.
2. Email the final brief to the designer[s] for production.