

LS Immersion Workshop—Sponsorship Details and Dimensions

Here is what is needed to organize an immersion workshop. We can talk through additional details if you choose to move forward.

- Attracting participants from 30 to 160
- Managing pricing (our public workshop pricing has averaged \$200-\$600 per day per participant with discounting and scholarships offered)
- Answering questions about registration (EventBrite is fabulous for public wksp)
- Recruiting 3-12 participants for at least two 90-minute design group meetings prior to the workshop
- Deciding on the length and format (1-3 days)
- Fees for a lead facilitator + travel expense
- Fees for a second facilitator if needed + travel expense
- Option: invite LS users with experience in diverse domains (it may make sense to pay their travel expense or offer free tuition) to share field stories

Room, AV, Supplies Requirements

- Securing one large room with comfortable chairs, 1 for each participant, plus extra open space for simulations (access to light and the outdoors is preferred)
- Café tables (24 inches/0.6 meters or shorter), one for every 4 participants (**or no tables whatsoever**)
- 6 microphones and a high quality sound system (2 lavaliers) for sessions w/ 30+ participants
- 6 bar stools
- 1 Computer Projection Device (2 for group over 100)
- 1-2 Projection Screen(s) as large as the room can accommodate
- Reliable WiFi internet connection
- Handout for each participant (participant roster, Selection Matchmaker, Menu, Principles, Design Cards, Design Storyboard)
- Capability to play digital music from a computer
- Water-based, flip chart markers (2 packs in multiple colors) 40 bold Sharpies
- **1 BIG roll of paper:** Size dimensions (1.23 Meters X 22.86 Meters) from www.grove.com
- 1 roll of white (not tan or blue) drafting or artists tape from www.grove.com
- 200 5 by 7" lined index cards (heavy stock)
- 100 sheets of 9 by 11" copy paper
- 1000 multi-color 3x4" post-it notes (green, blue, yellow, orange)

What your external facilitators will do:

- Co-design, co-facilitate and follow-up a Liberating Structures immersion workshop:
 - Guide a design group charged with shaping the session agenda/storyboard
 - Prepare materials (e.g., storyboard, presentation slides, format for recording the proceedings if needed)
 - Help with marketing the program to existing and new LS users
 - Provide onsite facilitation and follow-up coaching
 - Help establish a user group or CoP to expand/deepen LS practice post-workshop
 - Grant permissions to use and modify LS under a Creative Commons license.