

Guidelines for high-quality workshops @ACTNOWConf

This conference is about being innovative. Participants will take home fresh ideas, current trends, best practices and leadership skills. That is why we set a high standard for the design of the workshops. Each session aims to help our participants to be better local leaders by offering valuable learning and engaging methodology to deepen the participants' insights in our four core themes.

Important Tips

- **Keep the audience in mind.** The ACT NOW Mayors' Conference attracts a very diverse audience from all over Europe and the Mena region, with a variety of professional backgrounds but they are all *Local Leaders* (local decision-makers, local innovators & young changemakers). The English language skills might vary a lot, as well as the understanding of political reality. Try to either design for the different groups or target your session directly to a specific audience.
- **Keep your interest in mind.** You have the opportunity to spend qualitative time with your target audience. Think of what you want to get from the audience for your projects and design the session accordingly.
- **Have prepared material.** To make it easier to follow, prepare material in advance and incorporate it in your session e.g. slides, hand-outs, working templates etc.
- **Engage the audience.** All sessions should be interesting, entertaining and engaging for the participants. The goal is that everybody takes something substantial from the session that helps them in their pursuit of good politics. Ideally there should be a phase where they can adapt the input to their own context and work. Furthermore, we want to connect the participants with each other. Exchange between the participants should therefore be part of every session.
- **Don't overload.** Plan your sessions with time to spare. People might not adhere to our punctual organisation! You should also schedule breaks for longer sessions. The conference is an intense time for everybody and too much input and content might be overwhelming. Simple and concise should be our mantra. Aim to switch from shorter input parts to exchange opportunities to an adaptation exercise.

Possible Formats

- **Local Leadership Training.** Examine real-world scenarios and expand your knowledge to enable self-directed learning for your local challenges.
- **Best practice exchange.** Learn how to adapt cutting-edge policies and projects from our extensive best practice database in your local context.

- **Fireside Chat.** Sit down with well-known leaders on the forefront of local innovation to have more in-depth conversations.
- **Co-Creation Session.** Have your say on how future projects and advocacy should look: your expertise is the conference's greatest asset!

Preparation Process

- **Step 1 - First idea.** If you are interested in hosting a session please fill out this [survey](#) with your initial ideas by **28 February 2022**. The team will get back to you with possible questions. The decision for the sessions will be made in the beginning of March.
- **Step 2 - Detailed design.** Submit a detailed design (including required material, resources etc.) of your session by **18 March 2022**.
- **Step 3 - Prepare material.** Finalize (including layout and design) your materials by the end of March and submit it to the team.

Support

We are happy to support you during any step of the participation process. Just reach out to Marie (mw@innovationinpolitics.eu)