Detailed Schedule

Internal document for planning purposes | Last updated: \_\_\_\_\_\_\_\_\_\_

## About the event

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| --- | --- |
| **Title** | How do we want to call the meeting? |
| **Date / time** | When is it taking place? |
| **Location** | Where is it taking place? Which rooms do we have? |
| **Participants** | What kinds of people are participating? How many do we expect? |

## The big why

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| --- | --- |
| **Purpose** | What is the general intention here? Why is this meeting important? |
| **Outcomes** | What would you like to see, feel, do as a result of the meeting? What will have changed? |

## Logistics and preparation

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| **Open questions** | What questions do we still have to answer in the preparation process? |
| **Preparation schedule** | What milestones have we agreed on for the preparation? |
| **Material** | What material do we need? Who is providing it? What material do we have available on-site (flipcharts, projector…)? Is there wifi? |
| **Hosting team** | Who is helping to organise the meeting? What are their roles and contact details? |
| **Travel** | What additional details for travel and accommodation do we need to remember? |

## Documents and harvest

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| --- | --- |
| **Pre-reading** | What preparatory documents will be shared with participants in advance ? |
| **Harvest** | How will the meeting be documented? What are the next processes the results will feed into? |

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| --- | --- | --- | --- | --- | --- |
| Time | Agenda item[[1]](#footnote-1) | Content & key questions | Method & approach | Lead person | Material & preparation |
| DAY 1 - DATE | | | | | |
| 09:00 |  |  |  |  |  |
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1. These first two columns should match the official programme for the event. [↑](#footnote-ref-1)