

# WORKSHOP 5: GET READY FOR EXPO

## Workshop 5 Participant Agenda

### Preparing for the Expo

#### Agenda

5:45 PM Dinner and Warm-up

6:00 PM Finalize main recommendations: issues, quotes/stories, values, vision and goals (*feel free to eat during this time*)

7:15 PM Break

7:25 PM Expo logistics, tips, and more

7:40 PM Expo and presentation work time

8:50 PM Closing reflection

Optional or at another activity: Evaluation activity “Potholes and Parks”

Upcoming: Practice presentation to get ready for the Expo

# Workshop 5 Schedule and Script

## Finalizing Policy Recommendations

This is the complete script for “Finalizing Policy Recommendations” workshop five. It includes instructions on how to do each activity and links to the key handouts needed for “Finalizing Policy Recommendations” workshop five.

### Before the workshop:

Prepare the information packet for participants to analyze

The participants have completed discussions, prioritization exercises, story sessions, and interviews to determine what they want to recommend to the Council. To bring their ideas back to them in an accessible format, Met Council staff created an “main recommendations packet” that organized their materials into the two topics the group wanted to present on. This packet was branded with the organization’s logo and had X sections. Front material described the packet and how to use it. Each topic included the sections: Define the issue, how this affects the community, quotes (from interviews and story sessions), connections to regional policy, and recommendations/hopes for the future.

Preparing this packet is essentially a data identification and summary process. Staff reviewed all field notes staff took at each workshop, interview notes, story session notes, and prioritization worksheets. From this, the staff used direct quotes, summaries, and synthesis to create the packet. An example of the packet can be found [here](#) and [here](#).

Each participant needs a laptop to work. Coordinate with the organization leader to ensure these are brought to the workshop.

### Supplies needed

- Each workshop participant needs a laptop
- One copy of information packet for each participant and staff
- Pencils and highlighters

### Tasks assigned to staff team members:

- Preparing the packet
- Reviewing and proofreading the packet
- Printing
- Archiving materials (collecting & scanning materials; uploading into folder)
- Field notes to capture what participants said (should be done by someone not facilitating)
- Documenting insights from participants (notetaker sits with participants as they work on mapping exercise and other small group discussions)

## Schedule and Script:

### 5:45 PM Dinner and Check-in

Share one fun thing you did this week,

### 6:00 PM Finalize main recommendations: Issues, Quotes/stories, policy recs

Goals for this activity

- Review your main recommendations packet. Make revisions answering the three questions on the “revision questions” handout.
- What do you like the most? What needs to be expanded, revised, or changed?

Facilitator hands out the main recommendations packet. “This packet represents the hard work and thoughtful analysis you have done to identify key issues facing your community. Let’s celebrate this accomplishment (facilitator can even clap for the group!) Use the main recommendations packet to think about what policy areas you would like to prioritize in your expo poster and presentation.

Facilitator reviews the packet, including the main recommendations and noting the structure of the document.

1. Divide into groups to review each theme.
  - a. **Facilitator 1 goes with one group**
  - b. **Facilitator 2 goes with one group**

When everyone is divided into groups, facilitator instructs, “As you read the packet, you will highlight the information you believe should be reflected in the expo and presentation. You want to make sure that you have factual information, stick to the main topic, and speak in words that feel authentic to you. Here is a handout on how to do this. Facilitator walks through the handout with the participants.

2. **Facilitator leads:** Review & Revise, answering the questions in the [handout](#). (pass out to group)

7:15 PM Break

7:25 PM Logistics of meeting, presentation tips, and practicality

1. Arrive at 2:30 p.m. and begin to setup and prep
  - a. Free parking with parking passes
  - b. Will everyone be able to attend? Does anyone need any paperwork to ensure that they are excused from school?
2. Expo will have two parts
  - a. 3-3:50pm poster presentation
  - b. 4-6PM Council presentation
3. 6-7pm dinner with the other groups

Send out video - <https://www.youtube.com/watch?v=hl9kJuWEulo>

Tips for when you need to present your poster—write them up and share expectations

**7:40 p.m. Expo and Presentation work time**

**Introduce the groups, and break up into groups**

Slideshow Group – List the facilitators and participants who will work with slideshow

Poster Group - List the facilitators and participants who will work with posters

**Instructions for poster group:** We will work together to create and finalize the organization poster.

1. **What will be included in your poster? (10 minutes)**
  - Take five minutes to look through your recommendations packet and review the most important things you'd like to see reflected in the poster.
  - Take five minutes to share with the group what you'd like to see in your poster.
2. **How do you want to organize your information? (7-10 minutes)**
  - Template examples can be found [here](#).
  - Based on the templates, which sections are missing and/or would you like to add to your posters?
3. **Section assignments (30 minutes)**

**NOTE FOR FACILITATOR: Create a shared Google doc for students working on the expo poster.**

- Decide which sections you would like to work on
  - Open the shared Google Doc
  - Use your recommendations packet to help you type up your assigned section.
  - Start typing your assigned section.
4. **Design (40 minutes)**
    - Use Canva template and customize to your work: <https://www.canva.com/>
      - Sign-up for a free account.
      - Example of handouts [here](#).
      - Select template as a group and start copying work from google doc into assigned sections.

Instructions for presentation: We will work together to finalize your presentation.

We will be breaking into two groups. You all will review the completed presentation planning worksheet. As a group, in breakout rooms, you will work together to answer the questions based on your individual worksheets.

1. **Review Presentation Outline (10 minutes)**
  - This should reflect the main points decided by the group at the beginning of the workshop.
2. **How do you want to organize your information? (7-10 minutes)**
  - Identify sections.
  - Which themes do you want to present in which order?
3. **Assign slides to draft (45 minutes)**
  - Presentation outline can be found [here](#).

**NOTE FOR FACILITATOR: Create a shared Google doc with students working on presentation.**

- Decide which slides you would like to work on.
  - Open the shared Google Doc.
    - Use your recommendations packet to help you type up your assigned slides.
  - Start typing your assigned slides content.
4. **Presentation Design (15 minutes)**

- How do you want to customize the slides? You could use a PowerPoint template or a Canva template to customize your work: <https://www.canva.com/>. Could also use PowerPoint templates.
- Begin putting assigned slide content from Google Doc into presentation.

**8:50 p.m. Closing reflection and clean-up**

What next steps will you take to prepare for the Expo?

## Optional activity: Potholes and Parks

This activity was successfully used to evaluate the project in the first iteration of the curriculum.

### Potholes and Parks

**Total Time Needed:** 30 minutes

**Materials Needed:**

- For each participant – Potholes and Parks Handout
- pencils or pens

**Total Staff Needed:**

- One staff facilitator.

### Script:

Throughout our time together we've accomplished a lot. We've identified the issues that affect your community, we've gathered qualitative data from community members to highlight the importance of the issues. Then we've constructed a set of visions, values, and goals that we want for the community. You all have provided a tremendous amount of information that the Metropolitan Council can reference going forward. This information is a culmination of all the hard work you've done and your expert testimony from your communities. You've helped pioneer a new relationship between the regional government and the local communities. We simply could not have done this without all your hard work and dedication to this project.

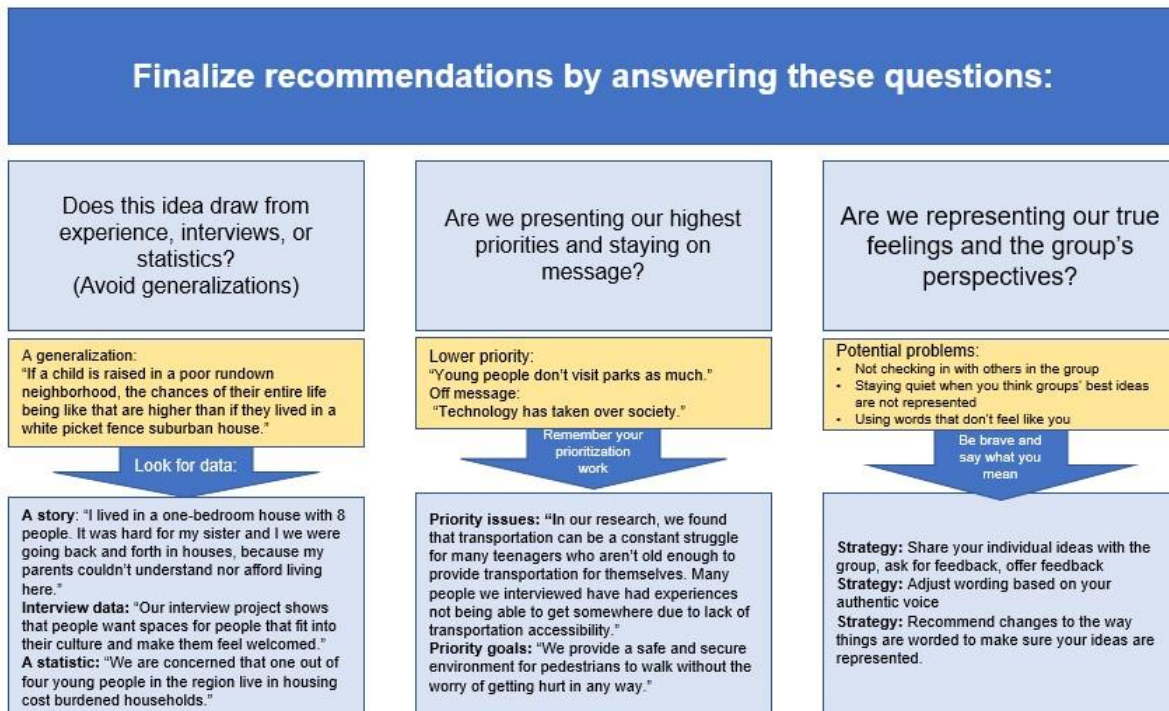
That said, there is one last thing we ask of you. That is to help us refine this process for the next groups that are eager to engage with the Met Council and help create a better future. Your feedback will be paramount to any future workshops. Who knows in 10 years when the Met Council is researching for the 2060 Plan, the youth participants who step up will be working from the blueprint that you help create today.

The task is this. In front of you is a minimal handout. It has a subtle roadmap of our work together in this project. Everything from workshop 1 to the presentations at the Met Council. We made it minimal because we want you to use your creativity to personalize this handout to reflect how you experienced this project. Some things to consider are that potholes on this handout are representative of the real-life ones in the street. They can be minor inconveniences to drive around or if large enough or too many can be catastrophic. Similarly, parks are representative of real-life ones as well. They are enjoyable places that facilitate positive vibes. We would like to see how you see the roadmap of this project. Where did you encounter potholes, where did you encounter parks? Draw a tree for a park and a caution sign for a pothole. The more you draw will tell us the intensity of that event. Also, in your words, write a blurb next to the event to describe how you feel about the event. It's okay if you don't remember the timeline accurately. Just draw one of the two icons and write a blurb about it!

# Workshop 5 Handouts

## Finalize recommendations

Note: a full-size handout of this image is [available here](#).

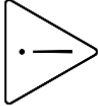





# Potholes and Parks

Note: A printable version of this PDF is [available here](#).

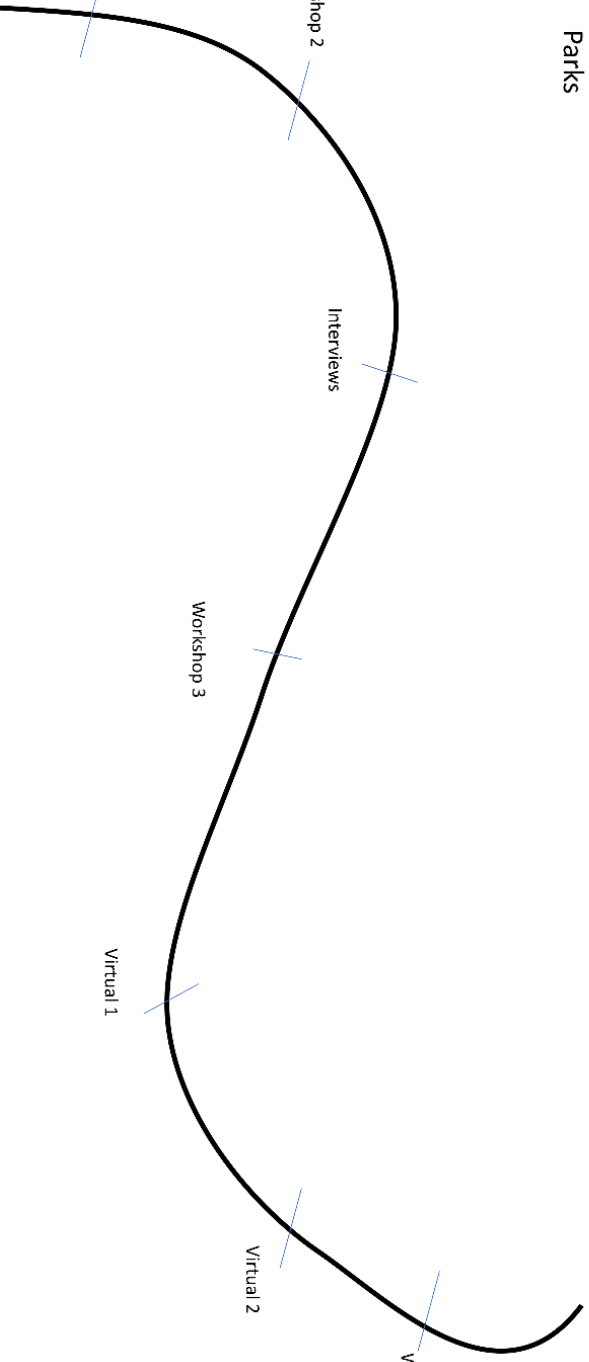
**Potholes**



**Parks**



**Instructions:** Draw a Pothole or a Park to illustrate the quality of your experience throughout this project. Potholes are bad, and Parks are good! You can draw up to 3 parks and/or potholes for each event. The more drawings the more higher/lower quality of experience. Write a short blurb about why you picked a pothole or a park for each event. Don't worry if you can't remember the exact workshop for the Park of Pothole where you think it represents your experience. Just be sure to write a blurb to explain.



Workshop 1

Workshop 2



Interviews

Workshop 3

Virtual 1

Virtual 2

Workshop 4



# Potholes & Parks

# CURRICULUM OUTCOMES

The recommendations created by the curriculum resulted in recommendations to all Community Development policy areas of *Imagine 2050*, including land use, parks and trails, and housing. The recommendations were presented by leaders to Council Members.

As of 2024, the Met Council has used the curriculum twice. [A video about the process](#) shares the feelings and energy of the first set of presentations. These presentations were made in May 2023 and [can be viewed here](#). The [second use of this curriculum](#) informed land use policy and included adults of all ages. These presentations [can be watched here](#).

After the presentations, Council staff wrote reports detailing the recommendations from young leaders and adult community leaders. An example of this report can [be read here](#).

Questions about the curriculum? Contact Principal Researcher [Darcie Vandegrift](#)