

LOCATION

How do people get to venue?
What is web address of venue?

How will I get to the venue?
How will I transport any materials I need?

Where can people park?

Where can people find restaurants or supermarkets if meal is not included?

Pick-up service
What will I do if it is needed?

Accommodations
What will I do if it is needed?

What would I do with different weather conditions?

- If it is sunny, I will...
- If it is rainy, I will...
- If it is windy, I will...
- If it is snowy, I will...
- _____

TIME

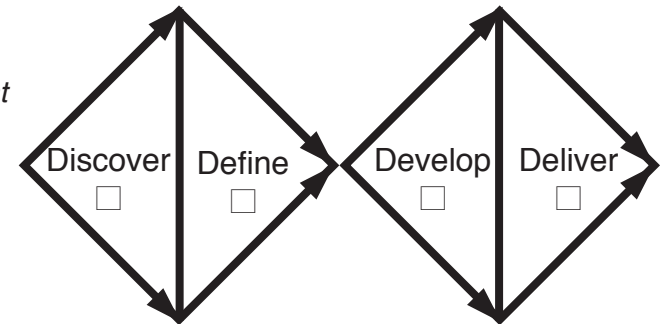
What is the best time for participants to attend my workshop?
Why? (e.g. Finish the workshop before the latest train leaving)

What type of theme is my workshop?

- Data gathering Problem finding Idea generating
- Problem solving Knowledge learning _____

Which processes in Double Diamond are suitable to describe my workshop? Choose one or more processes from the chart below.

Double Diamond shows the divergent and convergent stages of the process, which is a different mode of thinking.



If the processes are not suitable for my workshop, what is my structure?