

# Shared Vision - Public Engagement Activities planning

## 1) Activity design - with examples:

Topic/theme	Objectives	Format	Space & Time frame	Participants	Resources	Communications
<p>What is the theme of the activity?</p> <p><b>Identify an overarching topic and question</b></p>	<p>What is the goal of my activity?</p> <p><b>Identify what you'd like to achieve with your activity</b></p>	<p>What is the format of the activity? Is it an on-off activity or a series?</p> <p><b>Identify a format for your activity</b></p>	<p>Where and when is my activity taking place? Is it online or in person?</p> <p><b>Identify a location and the date and time of the activity or activities</b></p>	<p>Which is the audience? Who are the people I want to reach/include?</p> <p><b>Make a list of people and/or organizations you want to invite to your activity.</b></p>	<p>Which are the materials I need for the activity? Which are the online tools and/or material needed?</p> <p><b>Identify people and tools that you need to realize the activity.</b></p>	<p>How and where am I going to promote the activity? Who is going to draft the invitation and develop a visual for it?</p> <p><b>Identify which is the best way to reach out to the audience and plan the communication outreach in advance</b></p>
<p><b>EXAMPLE</b></p> <p>Imagining our world post-Covid What structures need to change in our society? What is the opportunity to change them now?</p>	<p><b>EXAMPLE</b></p> <p>This activity will bring together people to reflect on what needs to change in our societies and world and what is the opportunity the Covid-19 situation is offering.</p>	<p><b>EXAMPLE</b></p> <p>A series of online webinars with one inspiring speaker + a series of activities</p> <p>We recommend thinking about the 5-6 public engagement activities as a series.</p>	<p><b>EXAMPLE</b></p> <p>The activity is taking place every Friday of August from 11-12.30</p>	<p><b>EXAMPLE</b></p> <p>The other young people and SMOs participating in this program; My network of peers; Organizations I'm interested in reaching out to/working with.</p>	<p><b>EXAMPLE</b></p> <p>The activity will need a Zoom account and a technical support at distance</p>	<p><b>EXAMPLE</b></p> <p>The activity will be promoted through Facebook and Twitter, and an email will be sent to the mailing lists of youth movements and local SMOs during the two weeks before the activity.</p>

2) Activity design - blank, to be filled in

Make as many copies of this page as you need.

<p><b>Topic/theme</b></p> <p>What is the theme of the activity?</p> <p><b>Identify an overarching topic and question</b></p>	<p><b>Objectives</b></p> <p>What is the goal of my activity?</p> <p><b>Identify what you'd like to achieve with your activity</b></p>	<p><b>Format</b></p> <p>What is the format of the activity? Is it an on-off activity or a series?</p> <p><b>Identify a format for your activity</b></p>	<p><b>Space &amp; Time frame</b></p> <p>Where and when is my activity taking place? Is it online or in person?</p> <p><b>Identify a location and the date and time of the activity or activities</b></p>	<p><b>Participants</b></p> <p>Which is the audience? Who are the people I want to reach/include?</p> <p><b>Make a list of people and/or organizations you want to invite to your activity.</b></p>	<p><b>Resources</b></p> <p>Which are the materials I need for the activity? Which are the online tools and/or material needed?</p> <p><b>Identify people and tools that you need to realize the activity</b></p>	<p><b>Communications</b></p> <p>How and where am I going to promote the activity? Who is going to draft the invitation and develop a visual for it?</p> <p><b>Identify which is the best way to reach out to the audience and plan the communication outreach in advance</b></p>