

# Sample timetable Stakeholder Participation Day

1-Day event on a Saturday  
Participants – cross section of  
key stakeholders – invited in  
advance  
Independent facilitator

	Organisers
	Facilitator
	Workshop facilitators
	Invited stakeholders

## DAY 1 FRIDAY SET UP

	16.00	<b>Setting up</b>	Room arrangements. Delivery of equipment and supplies. Erection of banners and signs
	17.00	<b>Facilitator briefing</b>	For organizers and workshop leaders. Run through process.
	19.00	<b>Dinner</b>	For organisers and facilitators

## DAY 2 SATURDAY THE EVENT

	08.30	<b>Set up</b>	By organisers and facilitators
	09.00	<b>Registration and coffee</b>	And exhibition viewing.
	09.30	<b>Welcome</b>	By organizer, or politician and facilitators
	09.45	<b>Briefing</b>	By politician officials and consultants
	10.40	<b>Coffee break</b>	
	10.55	<b>Key issues workshop</b>	Discussion in groups
	11.25	<b>Key issues plenary</b>	Report back from groups
	12.00	<b>Site reconnaissance</b>	Walk or coach tour
	13.00	<b>Lunch</b>	And exhibition viewing.

**DAY 2 SATURDAY**  
CONTINUED

				14.00	<b>Design workshops</b>	Working in groups
				15.30	<b>Tea break</b>	
				16.00	<b>Design plenary</b>	Report back from group
				17.00	<b>Next steps</b>	Statement by organizers. Brief discussion perhaps
				17.30	<b>Event close</b>	Refreshment and networking (optional)
				18.00	<b>Clear up and review</b>	By facilitators and organisers

Interim period - several weeks

					<b>Event report</b>	Produced and circulated as soon as possible
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