**Sample Workshop Schedule**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Activity** | |  | **Notes** |
|  |  |  | |  |
| 9:00 am – 9:30 am | Setup/Preparation for workshop | | | Setup for tables, registration, |
|  |  |  |  | rooms, etc. |
|  |  |  |  |  |
| 9:30 am – 10:00 am | Register/seat guests | |  | Staff at registration table and in |
|  |  |  |  | room |
|  |  |  |  |  |
| 10:00 am – 10:20 am | Introduction |  | First Speaker | Ask participants to identify |
|  |  |  |  | themselves and their organizations |
|  |  |  |  | (Very quick introductions). Intro- |
|  |  |  |  | duction of the project and detail- |
|  |  |  |  | ing the purpose of workshop and |
|  |  |  |  | overview of the IMLS initiative |
|  |  |  |  |  |
| 10:20 am – 10:40 am |  |  | Second Speaker | Articulate the goals for the day |
|  |  |  |  | and provide examples of, or reflec- |
|  |  |  |  | tions upon, 21st century skills |
|  |  |  |  | within the context of libraries and/ |
|  |  |  |  | or museums |
|  |  |  |  |  |
| 10:40 am – 11:00 am |  |  | Third Speaker | Provides overview of key issues |
|  |  |  |  | facing the local area |
|  |  |  |  |  |
| 11:00 am – 11:45 am | Community Mapping |  | Small Group | Facilitator gives instructions for |
|  |  |  | Exercise | small group work: Individuals take |
|  |  |  |  | 10 minutes to fill out Community |
|  |  |  |  | Map and discuss the results, fill |
|  |  |  |  | out the rest of the grid as a group |
|  |  |  |  |  |
| 11:45 am – 12:30 pm | Agenda Setting |  | Large Group | Reporting from small groups |
|  |  |  |  | and synthesis and co-creation of |
|  |  |  |  | Community Map topics for further |
|  |  |  |  | discussion |
|  |  |  |  |  |
| 12:30 pm – 12:45 pm | Lunches are distributed | |  | Staff will handle logistics of lunch |
|  |  |  |  | set up |
|  |  | |  |  |
| 12:45 pm – 1:30 pm | Discuss Topics |  | Working Lunch: Small | Individuals organize themselves |
|  | Identified from |  | Group Exercise | by topic and discuss up to six key |
|  | Agenda Setting |  |  | questions (as identified in previ- |
|  |  |  |  | ous exercise) |
|  |  |  |  |  |
| 1:30 pm – 2:15 pm | Key Takeaways and |  | Large Group | Reports from small groups, docu- |
|  | Next Steps |  |  | mentation of key takeaways and |
|  |  |  |  | articulation of possible next steps |
|  |  |  |  |  |
| 2:15 pm – 2:30 pm | Wrap up/conclusion |  | Large Group | Keynote speaker offers closing |
|  |  |  |  | thoughts/synthesis, asks partici- |
|  |  |  |  | pants to complete survey |
|  |  |  |  |  |