

## Liveable Cities Future Visioning Tool: Instructions for Facilitators

Time	Activity	Task/question	Material	Lead Person
10 minutes	<b>Introduction</b>	Present an overview of your project along with the aims and objectives of the day. Facilitator makes sure that all participants have signed a consent form for audio recording and photographs. Note that our photographs never identify any participants, and only work produced is captured.	Power Point	Facilitator or nominated team member
50 minutes	<b>Introduction exercise:</b> allows the participants to get to know who each other are, but also to develop a shared understanding around their sector	The facilitator explains to the participants the first task: Participants introduce themselves by saying their name, role, and “one thing that significantly changed their sector in the last 50 years”. When something is said by somebody it can not be repeated. Answers are written on a whiteboard and, if possible, organized in a timeline.	White board or flip chart paper, white board markers	Facilitator leads participants through their answers making sure there are no repeats. One person required to write answers down on the white board.
15 minutes	<b>Negative Scenarios:</b> an opportunity for participants to acknowledge negative scenarios ( <i>the bad stuff</i> ), but to then put it away and move onwards to more positive scenario building	Discuss in pairs: what is the worst thing that could happen to the sector in the next few decades. Write it down and tell the group; the answers are put into a box. Facilitator to acknowledge: <i>While we are aware that things can go badly in the future, we don't want to get stuck on negative scenarios.</i>	Post-it notes, A4 papers, markers, A box of negative scenarios	Facilitator

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30 minutes	<b>Imagine a future liveable city</b>	Each pair is given two random thinking cards, and then another two after 7-8 minutes has passed. We explain that the cards represent macro trends that will be relevant when thinking of a sustainable future. The facilitator asks the participants to consider: How do you imagine a liveable city that fits the scenario? Specifically, we ask them “how would people live?” and “what would places look like?” They are encouraged to think of silly ideas, and if they want, to use the box of material that is provided, to explain their idea. Couples are then given 30 seconds to present their scenario to others.	Cards, Post-it, markers, paper	Facilitator to introduce. Other team members can join pairs to discuss and challenge ideas
35 minutes	<b>Design the future city (in 2 groups)</b>	The facilitator splits the participants into two groups. Each group has a large sheet of paper and other craft/design items. The facilitator asks the participants to consider the previous discussions they’ve had and then together, design a future city according to their sector: (e.g. the future city for retail, or the future city for education) Two big pieces of paper are on the table, to represent the basis to build a fictional city. Bearing in mind the scenarios they had discussed earlier we ask them to think of: -Consumption and production (how, where, when) - what are the challenges for the sector - infrastructures - general vision of the city	Sheet of paper (map), Building blocks, little people, cards, markers, string, play-doh, coloured paper (green and blue), camera for capturing designs	Facilitator and other members to join groups to take photos and notes: join the groups to facilitate the discussion and take notes)
20 minutes	<b>Presentation and final discussion</b>	The facilitator asks each group to present their vision of a city to the other group. The facilitator and other team members take the two groups through a final discussion to integrate the two views, see common points and conflicts. Wrap up the discussion.		
5 minutes	<b>End of workshop</b>	The facilitator takes time to thank all the participants, ensure contact details have been given and consent forms were signed. The facilitator then informs the participants when they can expect to see the results of the report or any further work by the team.		