SPL Guidelines

# Check list to help you organize a Smart Participatory Lab for your community

## Define the Training

- Clarify the purpose and objectives - who is your community, what do they need? What do they want to learn? How do they want to connect? Try to sum it up in a one sentence intention.
- Define your target participants.
- Set the proposed dates and duration.

## Identify Partners

- Do you organize it alone or with partners? If with partners, confirm participating organizations.
- Define roles and responsibilities.
- Establish communication channels (we recommend email for more formal communication and WhatsApp for the less formal and/or information that requires fast response).
- Schedule regular planning meetings.

## Budget & Funding

- Prepare a budget.
- Confirm funding sources.
- Estimate participant costs.
- You can either look for funding or prepare this SPL as a self-founded experience.

  More on the funding options in the attachment.

## Venue & Logistics

- Choose the venue.
  Choose it smart : How can it create a safe, comfortable and inspirational space for the participants ? It depends on who your participants are.
  The basics: It should have enough room to accommodate everyone, space for the workshops and offer space for non-formal connections.
- Arrange accommodation, think of how you can mix the participants to enable the connections most.
- Plan meals and coffee breaks.

- Ensure accessibility for all participants (transportation, PRM accessibility, food, etc.).

## Travel

- Decide if the travel is covered and coordinated by your organisation or by the participants
- Create a file with all the travel information that would help the participants book their tickets
- Collect arrival and departure details or leave it free to the participants

## Participant Management

- Open registration (example of registration form in attachments, remember to set a clear deadline for the registration and for the selection info)
- Confirm participant selection via email including the welcome information
- Collect dietary requirements, accessibility needs
- Create a participant list
- Send all the practical information before arrival (logistics, schedule, address, etc.). Maybe there is something you want to ask the participants to prepare/reflect on before arriving?
- Set a whatsapp group for communication

## Program Development - No fun, no creativity

- Create the schedule (find the schedule proposed by us in the attachment)
- Adjust the level of advancement to your group. Listen to the group and react - remember you can always adjust the level during the SPL.
- Invite facilitators - think of people who can support the group during the process.
- Allocate time for networking - we recommend a long break for lunch to support the informal networking (3 hours).
- Include evening activities, those should be optional (some people prefer to rest and load the batteries for the next day) and fun. We advise you to have some activities outside the venue.
- Plan evaluation and reflection sessions.

## During the Training

- **Starting is important.** Welcome participants, introduce them to the space, organisers and facilitators, the program, other participants, the goal and the program.
- Introduce daily rhythm, responsibilities.
- **Review the agenda,** make everyone feel included and aligned.
- Agree on the common rules.
- **Daily feedback.** Collecting the feedback is a great learning tool. Harvest it, listen to it, discuss it and implement changes if required.

  For example: You can divide the group into smaller teams (3-4 people) and at the end of each

day you can give them time (15-30 minutes, depending on you) to discuss the flow of the day, their thoughts and recommendations. Ask each group to pick a representative who would bring the feedback to the facilitators. Facilitators listen, don't respond. After harvesting the feedback, facilitators discuss it and decide on how to (if) adapt to the feedback. You can also decide to share the feedback you have heard and how you plan to adapt to it during the morning circle. We have tried this and we recommend it - it makes the participants feel heard and equal.
Participants will learn how to summarize their thoughts, listen to them and to communicate. You will have an ability to learn how to receive feedback, how to implement it and how to work in a group of facilitators/organisers in order to make the SPL better for the participants.m

- **Have fun!** Remember that the best networking happens when you are having fun with other people! :)

## Evaluation & Follow-up

- Distribute evaluation forms, collect participant feedback
- Send certificates (if you plan to)
- Share training materials and send thank-you messages
- Discuss future cooperation opportunities
- Hold a debrief meeting with partners
- Prepare the final report

## Documentation

- Attendance list
- Signed consent forms (if required) for the pictures
- Photos and media files (shared drive recommended)
- Evaluation results (evaluation form in the attachment)
- Final report
- Contact database for future collaboration

# Key Learnings from the first SPL which was held in Lavenant, France in June 2026:

- **If there is no fun, there will be no creativity.**
  Let the participants rest, have fun, and propose evening activities together. Sometimes during the informal moments, the best networking and exchange is taking place. We recommend a 3 hours break after lunch and free evenings with proposed (fun and optional) activities.

- **Open spaces, led by participants.** As a good practice, introduce them as an option at least a day before the planned open spaces. Like this, people will have time to plan, get ready with their propositions

Attachments:

1. Proposed Schedule
2. Evaluation Form
3. Where to look for fundings
4. How to facilitate the creation of the container with examples of agreements
5. Types of workshops / tools
6. Philosophy of work&Chill

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# Q/A flow to generate a personalized document

**The goal** : understand the profile of the user in order to generate a version of the guidelines that serve them directly and specifically

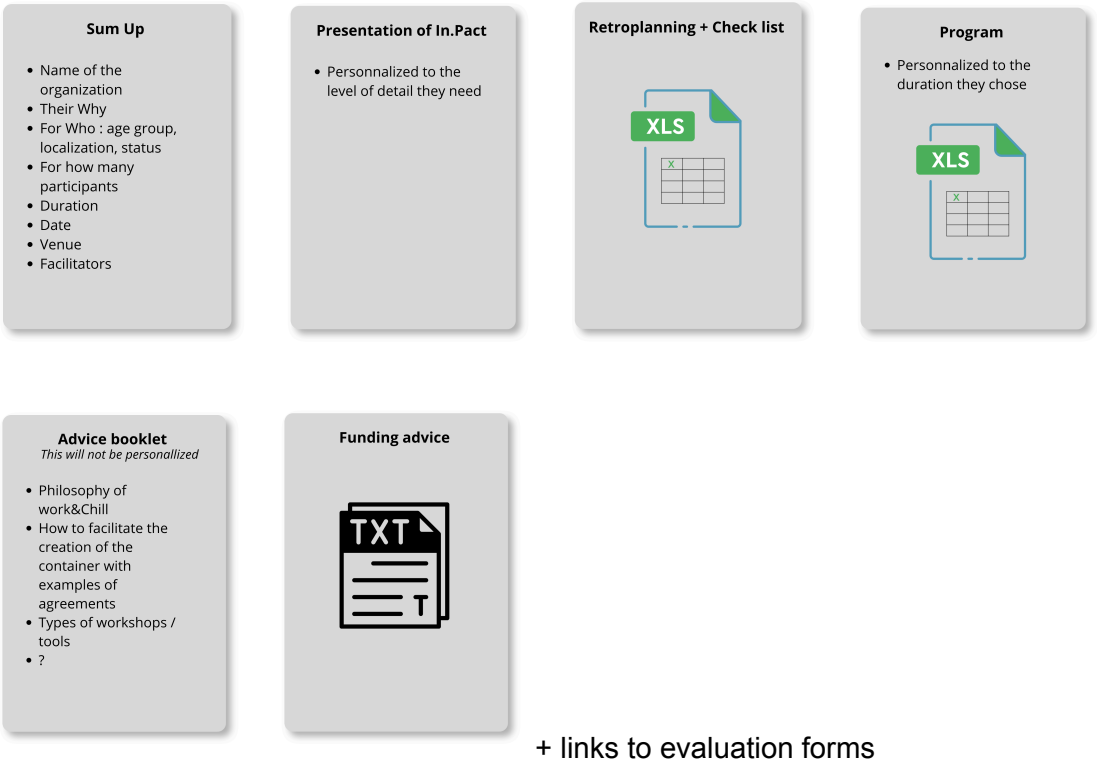
**What do we need to know ?**

| **Questions + Answers** | **Purpose - content it will specify in the end doc** |
|---|---|
| Q1: Have you participated in the Smart Lab in Grain&Sens ?<br>A1: Yes/No | |
| Q2: Have you followed the online course ?<br>A2: Yes, entirely/Yes, in part /No | |
| > If both No | Include a full presentation of In.Pact, the online course and the Smart Lab |
| > If Yes to A1, No to Q2 | Include a short reminder of what is In.Pact and the Smart Lab. Include a more detailed presentation of the online course. |
| > If No to A1, Yes to Q2 | Include a short reminder of what is In.Pact and the online course. Include a more detailed presentation of the Smart Lab. |

| | |
|---|---|
| Q3: Are you part of an organization ?<br>A3 : Yes / No | |
| If yes :<br>- Q3a: What is the name of your organization ?<br>- Q3b: In which country is your organization ?<br>- Q3c: How many collaborators does your organization or team have ? | > Include the name of the organization in the final document<br>> Personalize data (for example regarding the venues and facilitators)<br><br>> ?? |
| If no :<br>Q3a : In which context are you organizing an SPL ?<br>A3 : [Text] | |
| Q4 : Why do you want to organize an SPL ?<br>A4 : [text] | > Include a sum up of their WHY in the end document + advice on the importance of having a clear intention + a clear goal (explaining the difference between the two) |
| Q5: Who are you organizing an SPL for ?<br>- Q5a: Age<br>- Q5b: Localization Q5c: Status : professionals or not<br>- Q5d: Are they used to in person training ?<br>- Q5e: Are they used to facilitation ?<br>- Q5f: Are they used to group settings ?<br>- Q5g: Are they used to staying in nature-based venues / the countryside ?<br>- Q5h: What are their needs ? What are their expectations ? | > Include a sum up of all this info in the end document<br>> Include advice on:<br>- whether it's for professionals or unprofessionals<br>- if they want a nature-based venue for an audience that is not used to it<br>- the importance of understanding the needs & expectations of their audience in regard of their own intention & goal |
| Q6: Do you know how many people you would like to attend?<br>A6: 1-5 / 6-9 / 10-14 / 14+ | In the end document include advice on what we think is the minimum and maximum number of participants in regard with the number of facilitators + the perks and challenges of each number |
| Q7: Do you already know who will be facilitating ?<br>A7: Yes/No/Maybe | If they answer No/Maybe : In the end document include advice in choosing the right facilitator + list of facilitators we know |

| | |
|---|---|
| Q8 : When would you like this SPL to happen ?<br>A8: [MONTH+YEAR] | If we can generate a retroplanning for them |
| Q9: Do you know the duration of your SPL ?<br>A9: 1-3 days / 4-5 days / 6-7 days | Include advice personalized to the duration they chose |
| Q10: Do you already know where you would like it to take place ?<br>A10: Yes/No/Maybe | > No/Maybe : In the end document include advice on how to choose a venue + websites listing eco-communities in our countries/Europe |
| Q11: Are you planning on looking for fundings?<br>A11: Yes/No/Maybe | >Yes/Maybe : include advice on fundings |

## 1st idea of the document it could generate:




+ links to evaluation forms