Crucible

Accommodation, meals and rooms

There is a strong administration and liaison role to ensure that the service provided by the venue works well with the delivery of the Lab and also that the Lab participants are on time for meals and refreshments. The administrator also needs to ensure that special dietary requirements (vegetarians, allergies, Halal meals etc.) can be catered for and *are* catered for as and when they are required.

It is possible that this is a role for more than one person during the running of the Labs and if there is someone who can help out as an assistant/runner it would make the administration of the Labs easier.

Equipment

Check with each guest speaker and facilitator for this session what equipment is required for their delivery and if they want the participants to have any particular handouts or materials for the session they are running/taking part in.

Key pieces of equipment that will be required include:

· AV projector and screen.
· Walls or stands capable of accommodating 30 posters so that they can be left in place and viewed in an exhibition style.

Equipment you need to provide

A stock of flip chart paper, flip chart pens, Post-Its and associated stationery for running a residential programme (staplers, scissors, Sellotape etc.) should be provided as a set of programme resources.

Lab 1
You may wish to provide participants with notebooks/paper and pens as part of the course. If you require the participants to bring their own resources please add this to the joining instructions they receive.

Lab 2
If you are running the *Book Club* session as part of Lab 2 there will be some preparation required by participants that will need to be communicated to them and also involve the administrator in sending out material/books/additional instructions.

Participants are asked to select a short section/chapter from a popular science/academic book that has influenced them and to email a PDF of the selection to the administrator for onward distribution to the rest of the programme. It may be necessary to purchase the book (to avoid copyright infringement) for distribution or for the administrator to direct participants to a website link where they can purchase the book themselves.

Lab 3
If you are running the *Grand Challenges in Research* session as part of the Lab 3 programme you will need to bring additional resources. These can include (but are not limited to) coloured card, tissue paper, tinfoil, art paper, art straws, pipe cleaners, play dough, Plasticine, Lego, paints and pens etc. If you would like to create things on a larger scale, items like chicken wire (and the attendant wire cutters and safety glasses),

NESTA

willow branches, canes and twine can be included. The exact requirements should be agreed between you, the Programme Leader and the facilitator running this session.

Communication with participants

Participants in the Labs need to be communicated with prior to each Lab and sent joining instructions for the specific venue and programme you have arranged (see *Sample Joining Instructions*).

For each Lab you may require participants to prepare specific material:

Lab 1
Participants need to bring a poster of their work with them (see *Sample Joining Instructions*) and also details of a 'lonely hearts description' for the speed collaboration activity (see *Sample Joining Instructions*).

Lab 2
This Lab involves two sessions for which preparation is required. The Book Club requires participants to select and bring a book to discuss with others (see *Sample Joining Instructions*). The Popularising Academic Research session requires some pre-reading. Check and agree with the facilitator who is running this session what is specifically required and joining instructions for this Lab need to reflect the reading required.

Lab 3
There is no specific preparation for Lab 3 unless one of the speakers/facilitators requires participants to prepare something for their specific session.

Lab 4
Preparation of a funding proposal is a requirement of attendance at a fourth Lab and details about this area contained in the section (see Lab 4 and Grant Administration).

Arrival at each Lab

On arrival Lab 1 participants need to be greeted and have a pack awaiting them. They need to have a copy of every other researcher's biography and picture and those of the speakers and facilitators in addition to a copy of the programme (and an expenses form if required) and a name badge.

Facilitators and guests also need a copy of the programme and a name badge.

Programme Evaluation

There are two areas of evaluation:

1. Individual Lab feedback: A short survey which covers participant views and feedback on the logistics and programme of the Lab. This can be created based on your own criteria or using an existing format within your institution/organisation; it can be in paper form or using an online survey tool such as SurveyMonkey. (www.surveymonkey.com)

    Alternatively, a Sample Feedback Questionnaire is provided for you to use/amend as required.

2. Participant evaluation of the programme: If you are using CREST (see Programme Evaluation in the Leader Menu) to evaluate the value of the programme to the

NESTA

participants there is a pre-event survey for participants to complete during the registration phase of day 1 and the follow up questionnaire needs to be completed at the end of Lab 3.

For both types of feedback/evaluation there will be a requirement to collate the contents of the questionnaire, prepare a summary report and agree, if applicable, a distribution list for sharing the report (see Programme Evaluation in the Leader Menu).