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# Guidelines for conclusion at a demo event

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## Purpose

This exercise can be used to conclude your demo event. It is an easy way to summarize the main findings of your event together with the participants.

This document contains a description of the steps to take as well as a template to be used during the exercise.

## Preparation

1. Print the template on p.4 on a A0-poster in regular paper so you can write on it.
2. Point a facilitator for the group discussion.

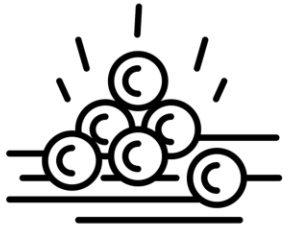
## 2 useful discussion formats

### 1. Post-its:

- Give the participants 3 post-its and give them 5 minutes to write down one aspect they learned, one aspect they will take home and one aspect they would like to improve to the project. Let them note only one message per post-it.
- After the 5 minutes, let everybody one-by-one explain what they wrote down and let them stick their post-it on the template. The others respond to this.

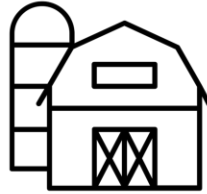
### 2. Fish bowl (usefull for bigger groups):

- Put 4 chairs in the middle of a big circle of participants and let 3 participants take place on 3 of the 4 central chairs to start the discussion. One chair should stay free.
- When somebody in the bigger circle wants to join or add something to the discussion amongst the 3 people in the middle of the circle, he/she takes place on the free chair in the middle.
- One of the other three participants then leaves the discussion and takes place in the bigger circle again, so there is again one free chair in the middle of the circle. And so on...
- The template can be completed during the discussion by the facilitator or at the end of the discussion by the whole group.



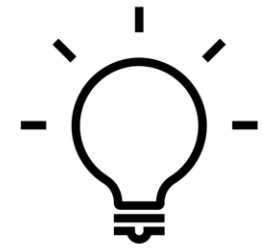
## We learned ...

*What did you learn on what was demonstrated and on the way it was demonstrated?*



## We take home...

*Which lessons will you take home and (how) will you put them in practice?*



## We suggest...

*What are suggestions for improving next events and follow-up activities?*



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