

## TABLE OF MATERIALS

### Table of Materials – Session 1

<ul style="list-style-type: none"><li>• <u>Room arrangement</u>: Arrange tables and seating in a U-shape facing a large whiteboard or smooth wall (10 to 12 feet in length ideal) on which self-adhesive flip chart paper can be mounted and written on. If easels are used, have a minimum of 2, ideally 3)</li></ul>
<ul style="list-style-type: none"><li>• Self-adhesive flip chart paper (at least 110 sheets)</li></ul>
<ul style="list-style-type: none"><li>• Markers and pens</li></ul>
<ul style="list-style-type: none"><li>• Pens and note-taking pads for all participants</li></ul>
<ul style="list-style-type: none"><li>• Audio recorder</li></ul>
<ul style="list-style-type: none"><li>• Name tags</li></ul>
<ul style="list-style-type: none"><li>• Required forms (e.g., photo consents, reimbursement forms)</li></ul>
<ul style="list-style-type: none"><li>• Options (but strongly recommended): Refreshments, gift cards or gifts to acknowledge participant time and contribution to the project</li></ul>