

3D Mapping Workshop Materials

General principle: use sustainable materials including recyclable material (if possible no plastic) for things like name tags, bottles, handouts, etc.

1. Set up for meeting room venue

- **Beamer/big screen/audio:** all with connection to the computer
- **2 headsets, 1-2 handheld microphones** (a good stock of batteries to change).
Test with enough time to make changes if something does not work. Make sure a person is available who knows how to deal with the microphones.
- **Internet** connection
- **Light** in the room needs to be dimmable during slides and videos. Someone should be next to the switch to operate and be aware of needs.
- **Water station** for participants
- **Rack** for jackets (as needed)
- Small **bistro style tables** (see below for more detail)

2. Welcome / Registration Table

- **Name tags** (if possible no plastic, no metal → paper and cotton string works fine)
- **Journals**
- **List of participants** (name, organization)
- **Agenda** for the day
- Provide **pens** for those who need them
- Coffee, tea, water plus a little snack at welcome / registration

3. Materials

- Small **bistro style tables** with 4 chairs and flip chart paper as tablecloth. You will need to be able to move around your model and view it from different directions. If there are not enough tables, some teams may need to work on the floor in “working spaces”. You can use large sheets of paper if the floor is solid, or cardboard (minimum size A2) to offer a solid surface if the floor is carpeted or bumpy. People at tables will need a sheet of flip chart paper placed atop the table.
- A small glass with a **selection of crayons** to draw on the papers
- Flip chart easels
- Broad-tip **markers** for writing on flipcharts
- **Flip-chart paper** to set as tablecloths and use as paper
- **Journals** with blank pages
- **3D Mapping Kits** for each group of 5-8 participants, each ideally in paper or cotton bag, including the following supplies in multiple colors:
 - about 10 pipe cleaners in different colors



- play dough or sculpting material in 2 or more colors



- 2 handfuls of felting wool



- a handful of pompons



- a handful of pebble stones



- if available, some small figurines in different colors



Have fun and enjoy the process!