

Before the participants of the workshop arrive, some preparations have to be carried out. The following checklist should help you with this.

MG_P 2: Checklist for the immediate preparation of the workshop

- ✓ Provide a sufficiently large table with a chair per participant and a chair for your learning support.
- ✓ Your armchair should be placed so that you have a good overview of all the work-places of the learners.
- ✓ Arrange the armchairs around the table so that each learner has enough space.
- ✓ Make sure that the participants cannot be blinded by the sun.
- ✓ Provide a tablet with internet access for each participant.
- ✓ Make sure that the preselected games (see MG_P 1b) are prepared on the tablets.
- ✓ Make sure the tablet's battery is charged or powered.
- ✓ Make sure the surfaces of the tablets are clean.
- ✓ Provide a glass of water to each participant.
- ✓ Make sure that you are not disturbed during the workshop (e.g. „ Please do not disturb sign "to the closed door, turn off your phone).
- ✓ Prepare the necessary documents from the guide and writing materials for each participant.
 - MG_P 1b
 - MG 1b
 - MG 1c
 - MG 2b
 - MG 4b
 - MG 5b