



KAIKKIEN VAALIT

KAIKKIEN VAALIT: PREPARE YOUR ACTIVATION WORKSHOP

The instructions for the workshop facilitator can be found below: what to prepare and what to do after the workshop.

Please note! These basic instructions are intended for them who organize the workshop as part of their group's usual activities. If you'd like to organize the workshop separately from the group's program, please let us know.

If you're also responsible for the monetary compensation bill, read the **Instructions for workshop compensation** from the campaign's page at www.moniheli.fi/kaikkienvaalit.

1. PREPARE FOR THE WORKSHOP

- Reserve **at least an hour** to plan out the workshop, at least a day or two before it's scheduled. Go through the material and assess which modules fit your group's needs – are you going to use the whole material package or just parts of it. Plan out the duration and timing of each module in the workshop.
- Mark down on the material the amount of time you are going to spend per each module and stick to your plan! Make sure that you reserve enough time (**at least 30 minutes**) for the sections F, G and H (themes, ways to influence and deciding on the questions). **The key thing is to have a substantial conversation and generate 3-5 questions for the candidates on the most important themes!**
- If you're organizing the workshop with some other language than Finnish or English, make sure you can translate terms like "ballot confidentiality", "committee" or "scarcity". Write down the translations needed, and make sure you prepare additional notes with your own language.
- Find out about the possibilities for political participation in the area where your group usually meets or commonly spends time in (e.g. the locations of the promotion tents of the parties, local events, etc.)
- **Print out the pictures** and cut out the ones needed before the workshop. If you're not able to print, you can pick up the printed material from the Moniheli office before the workshop. Pick up the flyers and other material that you can hand out to the attendees!
- If you would like to spend more time with some specific theme, research it and print out extra material if needed. We will add additional material on our website during March.
- For the workshop, take at least **pen and paper** for writing down the questions, **phone or a watch** for time management and a **camera or a smartphone** for the group picture.

2. FACILITATING THE WORKSHOP

- **Follow the instructions indicated in the workshop material!**

3. AT THE END OF THE WORKSHOP

- Before the attendees leave, **take a photo of the group with the #KaikkienVaalit logo** visible (the first and three last pictures of the picture package). Make sure that you have the attendees' consent on taking and sharing their photos. Check which of these options suit them and do accordingly:
 - Take a picture and share it on the social media (Facebook, Instagram, Twitter) with a hashtag #KaikkienVaalit. In the description you can tell what the most important question was raised by the group or what were the most important themes discussed. Remember to tag Moniheli to your posts or share the post with Moniheli to prove the number of attendees.
 - If you do not have a social media account: Take a photo and send it to Moniheli, we will share it in social media to all *Kaikkien Vaalit* channels.
 - If the group does not agree on the photo being shared in the social media: Send the picture for Moniheli to prove the number of attendees.
 - If the group does not agree on taking photos, collect an attendance list with their names and send it to Moniheli.
- **Agree on the following actions with the group of attendees:**
 - Will the group or individual participants go to discuss with candidates at the parties' tents?
 - Will the group attend the *Kaikkien Vaalit* panel discussion asking their questions? Who will ask the question in the event, if one of the questions will be chosen to be asked?
- Ask from the attendees if what they think of the workshop and if they feel more inclined of taking part in political discussion, and if they have learnt new ways to make an impact.
- **Give many thanks to the group for attending the workshop.**

4. AFTER THE WORKSHOP

- After the attendees have left, **immediately write down the information which is needed in the monetary compensation application**. Write down the details either on the memo where you wrote down the questions, or directly to the summary sheet.
 - The location of the workshop, starting time and the duration.
 - In what language was the workshop organized in?
 - Number of attendees, their ages and mother tongues (if the workshop was held in Finnish or English)
 - What parts of the material was used if it was not fully needed.
 - The questions for the candidates generated by the group.
 - A short summary about the experience of the attendees and the facilitator.
- If monetary compensation is going to be applied from organizing the workshop and you are not the responsible person for the task, discuss with the person taking care of it. Agree on the actions to be taken with filling out the forms (If you are the one responsible, read the **Instructions on applying the monetary compensation for the election panel workshop** from the *Kaikkien Vaalit* campaign webpage)
- Remind the participants on the agreed actions later on after the workshop, such as communicating with the candidates or participating to the election panel discussion! If you have agreed on participating to the panel discussion, **remind the group of the event the day prior**.
- During upcoming weeks and during the elections, discuss with the group if they have been keeping up with the campaigns or taken part in the public discussion in some way. Let us know about it too!