

Event Brief

Stratford Public Library- Sense-Making Workshop

CONFIDENTIAL

Overlap Contact

Sydney Natale, Account Coordinator

T 226-317-0305 x290

E snatale@overlapassociates.com

Facilitator(s)

Rania Ahmed, Senior Designer

T 226-317-0305 x236

E rahmed@overlapassociates.com

Anna Bolger, Designer

T 226-317-0305 x242

E abolger@overlapassociates.com

| EVENT DETAILS | |
|------------------------|--|
| Date(s) | November 1, 2022 |
| Time | 6:00pm - 8:00pm |
| Location | https://us02web.zoom.us/j/82211706690?pwd=SWIBSExudm9LOGZKOHVwVDIxVUVxQT09 Meeting ID: 822 1170 6690 Passcode: 857677 |
| Number of Participants | TBD |
| Client Contact | Julia Merritt, jmerritt@splibrary.ca |

PURPOSE OF THIS BRIEF

- To be used between SPL and the Overlap team

- This is a living document intended to act as a guide for the activities and “to do” items that will help to keep us on the same page

Event Objectives

RATIONAL AIM

- Learn about the Overlap Strategic Planning process and structure
- Gain a deep understanding of insights from the stakeholder engagement process
- Explore the needs and goals of key stakeholder groups based on engagement insights

EXPERIENTIAL AIM

- Build alignment and empathy across the group around stakeholder needs and perspectives
- Build confidence and trust in the strategic planning process and next steps

Overlap To-Do

- Create Miro board

Client To-Do

- Send Zoom link
- Send ‘note to participants’ (found on the last page of this document)

About Overlap

Overlap specializes in engagement. Our human-centred approach to engagement means you will gain insights that drive better decisions. We're an award-winning team that brings a fresh approach to engagement that is more than just another survey. Our techniques encourage participation and co-creation—real engagement that builds buy-in and creates alignment for your strategies.

About the Facilitators

Rania Ahmed

Rania is a Senior Designer on the Overlap project team. Drawing on her diverse experience in facilitation, curriculum design, and community mobilization, she assists with engagement, data analysis, and report writing. Having worked with a variety of groups and organizations in public, non-profit, and private sections, Rania is experienced at creating inclusive and safe environments for open dialogue and participation. Her work is rooted in equity, social innovation, and accessibility. Rania holds a Bachelor of Arts in Political Studies.

Anna Bolger

Anna is a Designer on the Overlap Associates Projects Team. Her previous experience in public-sector environmental consulting, event design, and data analysis create a strong foundation for her role. As a Designer, Anna supports design research, facilitation, data synthesis, and report writing for a variety of projects and innovation programs. Her passion for social and environmental justice means that empathy, curiosity and resiliency are at the core of her work. Anna holds a Bachelor of Design in User Experience Design from Wilfrid Laurier University.

Event Logistics

| TIME | ACTIVITY |
|----------------------------------|--|
| <i>(10 min before start)</i> | Facilitators Virtually Arrive, Finalize Set-up |
| 6:00pm <i>(5 min)</i> | Client Kicks-off: Stratford Public Library (TBD) <ul style="list-style-type: none"> • Territorial acknowledgement • Welcome & Context Setting • Introduce and hand off to Overlap facilitators |
| 6:05pm <i>(10 min)</i> | Overview of the Session: Rania <ul style="list-style-type: none"> • Provide overview of the upcoming activities and their purpose • Group guidelines for virtual sessions |
| 6:15pm <i>(10 min)</i> | Strategic Planning Process Walkthrough: Rania <ul style="list-style-type: none"> • Facilitators will review the Strategic Planning process and structure with participants |
| 6:25pm <i>(30 min)</i> | Insights Review: Rania & Anna <ul style="list-style-type: none"> • Facilitators will share the insights from stakeholder engagement • Participants will be guided through a reflection on stakeholder insights |
| 6:55pm <i>(5 min)</i> | Break |
| 7:00pm <i>(30 min)</i> | Stakeholder Exploration Activity: Rania <ul style="list-style-type: none"> • Starting solo, participants will be guided through and complete an activity to explore the perspectives of key stakeholders, based on engagement insights |
| 7:30pm <i>(30 min)</i> | Closing Reflection & Next Steps: Rania <ul style="list-style-type: none"> • Experiential reflection • Set-up for next steps in the process |
| 8:00pm | Session Ends <ul style="list-style-type: none"> • Thank you! |

Note to Participants

WHAT YOU'LL NEED TO DO PRIOR TO THIS SESSION

- ☐ **5-10 min:** Become familiar with Miro—we'll be using this platform for collaboration during our kick off and in future sessions. When you click the link below you'll see instructions to add your name to a digital sticky note and instructions to add a sticky note with a response to an icebreaker question. If you want more about how to navigate a Miro Board, check out [this 2 min video](#).
- ☐ [Click here](#) to try the practice Miro board
- ☐ **5-10 min:** Ensure your computer is set up to use the Zoom platform with video/audio. Download Zoom ahead of the call here: <https://zoom.us/download>
- ☐ If you have any **questions or technical issues**, please send an email to Rania, who will be one of the facilitators. Rania's email is rahmed@overlapassociates.com.
- ☐ Please also get in touch with Rania if you have any requests for **accessibility requests** or things we can do to help make the session more comfortable for you.