**Monday 23rd April**

**During the day**

Set up the furniture, conference packs, games corner, chill-out room, computer, projector and signs.

Involved: ORGA (SU, KT, VR, CM), Maison d’Hôtes concierge

Resources: all our mountains of stuff, the key to the guest house.

**As people arrive**

Conference packs and badges available straight away.

Involved: ORGA.

Resources: front desk, conference packs, name badges

**17:30-19:00 - Apéro**

**Objective: chill, mingle, plan some warm-up activities for Tuesday, drink.**

Do we need anything formal? Draw straws to see who will give the introductory toast!

Involved: ORGA, Participants. GANIL catering will set up the apéro and clear up afterwards. CM is contact person for catering.

Resources: internet, wiki, warm-up tasks (books, print-outs to browse), champagne, food.

**Tuesday 24th April**

**9:00-10:20 – Introductory address**

**9:00-9:20 – Greeting**

Héloise GOUTTE

* thank the participants for their attendance
* introduce GANIL and SPIRAL2
* express the hopes/wishes of the GANIL directorate for the outcome of the workshop.

**9:20-9:40 – IDEAAL**

Marek LEWITOWICZ

* introduce IDEAAL
* introduce his hopes/wishes for the outcome
* introduce the organisers

**9:40-10:00 – Key note presentation**

Sonia UTERMANN

* show the scope and reach of IKBest4
* inspire creativity
* Provide a thematic introduction

**10:00-10:20 – Housekeeping**

Cécile MERLIN and Valentin ROCTON

* Processes, rules: what will happen and in what order.
* general housekeeping: wifi, toilets, coffee…

Resources: signs, flipcharts, laptop, wiki, projector

**10:20-10:40 – warm-up exercises led by volunteers from yesterday’s apéro**

**10:40 – Plenum kick-off: what we’re going to do after the break is…**

identify our topics, so get thinking about them while you drink your coffee

10:45-11:00 – break

(tea and coffee WITH MILK, fruit juice, water, some fruit)

Chairs in a circle

**11:00-13:00 – theme finding**

**11:00- about 12:10ish (as long as necessary) - part one**

**Objective: identify all possible topics. Make sure everyone has a voice.**

One at a time! Each participant (who wants to) should write a card with their personal goal/theme for the workshop. This can be as general or specific as they like. Stand up, present the topic to the group in a few sentences, with an anecdote or whatever, pin it to the board. Next, please! We are 30 people --> at least 60 minutes for this part.

Resources: boards as a wall, chairs in a circle, coloured card, big pens, pins/tape/clips

Moderation: Sandra ALTHOFF?

**12:10ish-12:45ish – part two**

**Objective: use the hive mind to sort and filter the topics, distilling them to the 4, 5 or 6 topics that will be the subject of the parallel sessions.**

Start with one paperboard. “which topic is the most important?” Stick it to the board. Group things to it. Use tape.

Second paperboard: Which is the next most important?

Next board… maximum of five boards (5-6 participants per group).

Glue the topics down onto the paper so they can no longer be moved. Topics left behind will be archived for later in the workshop or for the next workshop.

Resources: Paperboards, glue

**12:45ish -13:00 – part three**

**Objective: identify groups to deal with each topic in the first parallel round.**

Write the names on the boards. Elect a chair, co-chair and a reporter (roles explained on sheets). Arrange a place to meet after lunch; put the board there.

Resources: cheat sheets for chair, co-chair and reporter.

**13:00-14:00 – lunch in the GANIL restaurant.**

CM will provide the resto a list of participants. IDEAAL work package 2.3 will pay. Make sure we keep the list for the accountants! Include the affiliation of the participants.

**14:00-16:00 – parallel session 1**

**Objective: develop the topics from themes to questions to solutions**

Resources: the whole moderation shebang. The break buffet will be refilled by GANIL gastro.

**14:00-15:30ish – group discussion**

1. brainstorming of ideas
2. then filter the ideas
3. choose the most promising for development
4. Sharpen the result to a concrete task or series of tasks for parallel session 2.

**15:30ish-16:00 – protocol and report**

Fill in the session protocol – together. Put all documentation on a board. Take photos, upload items to the wiki if possible.

**16:00-17:30 – Tour of SPIRAL2**

With Christelle and Marek. Leave the maison d’hôtes at 16:00

Resources: lists, security pass, dosimeters?

**19:30 – Conference dinner**

At Café Mancel in Caen castle. Aperitif, wine, water, three courses, coffee. Any extras, participants pay themselves. Exact number of diners and dietary requirements by 17th April.

**25th April 2018**

**9:00-10:00 – discussion at boards**

**Objective: refresh the results of parallel session 1, exchange ideas, see what the other groups were up to, add comments to the work of a different group, form groups for parallel session 2.**

Free discussion according to personal interest. At least one representative of each group should be available at the group’s board for explaining. Change places so everyone has a chance to see everyone else’s results.

Then form groups for the second parallel session. You can stay with the same topic or change. There should be some flux.

Resources: moderation kit, camera, wiki access.

**10:00-10:15 – tea break**

**10:15-12:00 – Parallel session 2**

**10:15-11:45ish – group discussion**

**Objective: develop applications, tasks and tools from the start point of the first round. If desired, form groups for further development of the topics after the workshop.**

Possible outcomes might be:

* a draft contract
* a supply-chain process flowchart
* a user access policy
* an ownership accreditation method

**11:45ish-12:15 – protocol and report**

Fill in the session protocol – together. Put all documentation on a board. Take photos, upload items to the wiki if possible.

**12:15-13:00 – discussion at the boards**

**Objective: analyse the results of parallel session 2, exchange ideas, see what the other groups were up to, add comments to the work of a different group.**

Free discussion according to personal interest. At least one representative of each group should be available at the group’s board for explaining. Change places so everyone has a chance to see everyone else’s results.

Resources: moderation kit, camera, wiki access.

**13:00-14:00 – lunch in the GANIL restaurant**

**14:00-14:30 – preparation for plenum**

**Objective: organize results and prepare group work for presentation to the plenum.**

Summarise the primary results of the group work and the discussions at the board, upload to wiki

**14:30-16:00 – Plenum**

**Objective: make sure everyone is in possession of all the results of the workshop, produce plausible documentation.**

At least one person from each group presents a summary of the main premises and results of the group work, conclusions (also negative conclusions “we now know what doesn’t work”), tools, open points and further work. Spin-off working groups can introduce themselves here. Maximum 15 minutes per group, including audience questions.

Resources: moderation kit, laptop, projector, wiki, tea and coffee

**16:00-16:20 – wrap-up and outlook**

**Objective: tie up loose ends**

Sonia UTERMANN?

Does anything else need to be said?

What open points do we have?

IKBest5 – find orga, date and place, carry over questions and results from IKBest4 to the agenda of IKBest5.

Resources: flipchart

**16:20-16:30 – closing address**

Héloise GOUTTE

Thanks, personal conclusions, any other business.

Resources: projector?

**After IKBest4**

Updating/caring for the wiki

Mirror site at HEPTech

Feedback questionnaires to participants

Save the date IKBest5?

IDEAAL workshop on 26.4.18 – SU to present IKBest4

Téléconference on 2nd May 2018, 14:00-16:00