

Design Session


TYPE:
Co-creation


EFFORT:
Low • Med • High


Facilitation
required


Prep work
required

You want ideas? We've got ideas!

Design sessions are a fast, fun, fabulous way to bring your attendees' combined experiences and unique perspectives together to co-create solutions to real-world challenges faced by your community or your organization. With the help of well-prepared facilitators, session attendees will go from "How might we ..." questions to "Here's what we came up with ..." solutions, which everyone will be able to share!

Ingredients:

- Relevant community problem or goal (the "How might we ...?" question)
- 2-3 facilitators
 - Shareable collaborative-ideation document

What Matchbox Brings to the Table:

- Matchbox Virtual Spaces Platform
- Partner Success Coordinator
- Live Event Support
- Breakout room moderator

How to Prepare this *Matchbox Style*:

Before the Event:

1. Schedule a tech rehearsal with our Live Speaker Success Coordinator and facilitators.
2. Develop a thematically relevant "How might we ...?" question for your attendees to collaborate on. Refer to the Sample Bites section below for examples.
3. Create an easily shareable document with three sections (sample template [here](#)):
 - a. The overarching challenge and "How might we ...?" question stated at the top.
 - a. A table which individual attendees will fill in during the ideation phase of the session.
 - a. A worksheet for teams to use during the breakout-room collaboration phase of the session.

NOTE: Our Live Event Support team is also available to support your Design Session on the day of your event.



Day of the Session:

1. All facilitators meet with moderators and our Live Event Support team fifteen minutes prior to the session's scheduled start time.
2. At the start of the session, we encourage the host to spend some time addressing attendees individually, encouraging them to get comfortable speaking with the group.
3. Then, the host provides context for the session by explaining the overarching topic and gives a tour of the shared document while a facilitator shares the document link.
4. For the ideation phase, a facilitator sets a timer for 20 minutes. Attendees add their ideas about the topic into the shared document. During this time, the host should review these ideas as they are typed and identify some of the most intriguing ones and assign one to every breakout room.
5. A second facilitator then sends attendees to those breakout rooms in small teams (we recommend grouping based on shared interests or similar ideas), with each team assigned to build out their group's assigned idea. One attendee should take notes about their plan/design into the space provided in the breakout room pages in the shared doc. This activity lasts anywhere between 20–40 minutes, depending on the depth of the topic.
6. Host closes the breakout rooms and brings all attendees back to the main room. A spokesperson for each team speaks for 2–4 minutes, sharing their idea(s) and implementation plan(s) with the larger group.
7. At the conclusion, the host encourages attendees to download the shared document, so they may introduce these ideas into their own community or workplace.



Spices: (optional but “delicious”)

- Create a “yes and…” column on the table in your shared document where participants can expand on each other’s ideas.
- Consider posing the questions to attendees BEFORE the session to allow time for ideas to simmer in advance.
- Play music while participants are typing in the shared document to set the tone.
- Send a post-event email with the Design Dession highlights—some of the most creative or innovative ideas curated throughout the session!

Sample Bites: (some Matchbox Style examples)

Examples of an overarching problem to solve for:

- How might we keep our community connected in the virtual space after this event is over?
- How might we foster a growth mindset in our community?
- What is lacking in our industry, and how might we combat it?
- How might we create more diverse speaking panels?

Including. Co-creating. Perfecting. Human.

Great values to share, no matter what team you're on.

At Matchbox, we are all about delivering high-engagement virtual experiences, co-created with you to meet the needs and interests of your community.

Do you have an idea for a recipe? Are you interested in working with us?

We'd love to meet you! Let's team up: info@matchboxvirtual.com