



**NANO2ALL**  
SOCIETAL ENGAGEMENT ON RESPONSIBLE NANOTECHNOLOGY

# National Multi Stakeholder Dialogues

## Moderator Manual



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## Inhoudsopgave

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# 1. Introduction

This is a manual for the moderators of the NANO2ALL national multi stakeholder dialogues (MSDs), which will take place in October and November 2017. This manual first clarifies the goal and general idea behind the chosen dialogue design and then points out its relation to the citizen dialogues. In the subsequent section, you will find a detailed script that you can use for moderating the dialogue session yourself. Here you will find all the information about the recommended time-structure of the dialogue session, the specific dialogue exercises, the tools and materials that should be used, the questions that should be asked, and the data that should be collected.

## 2. General information

### 2.1. The goal and idea behind the dialogue session

The goal of the national multi-stakeholder dialogue is to create a responsible innovation agenda<sup>\*</sup>, which takes national perspectives into account on **what is needed to better identify and integrate societal needs, concerns and values in [topic field] research and innovation.**

In other words: we want to know how we can make responsible innovation work in each of the national contexts. What do we need to do? How can actors collaborate? We want to explore what processes and arrangements need to be put in place to generate meaningful discussions amongst actors in which they can collaboratively decide what they consider to be responsible research and innovation and what not.

We will do this by first making a connection to the citizen narratives. This should encourage stakeholders to reflect more broadly on the question “what’s important?” What values, needs, and concerns are out there? We will then let participating stakeholders experience the dynamics of the innovation system, after which they can explore and discuss what (inter)actions are needed to better reflect societal perspectives in [topic field] research and innovation, and under which conditions these actions and interactions can take place.

### 2.2. The format of the dialogue session

The national multi-stakeholder dialogue is characterized by a 7 hour dialogue format that allows the inclusion of approximately 12 stakeholders (i.e. policy-makers, researchers, industry representatives, representatives of civil society organizations, representatives of the citizen dialogues, and artists/journalists/etc.).

The format consists of four main blocks:

- **Block 1: What’s important?**  
Participants explore and discuss two big posters with illustrations that are based on the citizen narratives created in the citizen dialogues. These illustrations should fuel discussion and reflection on broader needs, concerns and values of citizens, and serve as a starting point for participants to think about the question: “what’s important for me?”
- **Block 2: Scenario exploration**  
In this block, we play an adapted version of JRC’s scenario exploration game. In this game, participants experience the dynamics of two alternative futures. In the game, participants play the role of a specific stakeholder (e.g. policy-maker, researcher etc.) and need to interact with various other actors, each having their own perspective and goals. This experience could help participants later in the day to think of future strategies to align scientific values and objectives with societal values and needs.

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<sup>\*</sup> The term “responsible innovation agenda” originates from the project proposal and does not have to be used in the dialogue session itself. You can work with the term “recommendations”.

- **Block 3: What (inter)actions are needed and what are their preconditions?**

Participants work in pairs and in sub groups to discuss actions and interactions that should take place in the future to make sure that societal perspectives are better reflected in [topic field] research and innovation. In collaboration with the moderator, they write down the identified (inter)actions on a pre-printed form and add information to explicate under which preconditions the selected actions and interactions can take place.

## 2.3. The output of the dialogue session

The outputs of the national multi-stakeholder dialogues are 6 responsible innovation agendas that take national perspectives into account. These agendas consist of 1) a list of (inter)actions that participants of the dialogue considered necessary to better reflect societal needs, concerns and values in [topic field] research and innovation, and 2) a list of preconditions for these (inter)actions to take place. It should be noted here that the agendas do not necessarily require consensus among stakeholders. Existing or unresolved conflicts will also be mentioned and integrated.

## 2.4. Relation to the citizen dialogues

As described in our overall dialogue methodology (see Deliverable D3.1.), the national multi-stakeholder dialogues build on a previous round of dialogues: the citizen dialogues. The results of the citizen dialogues have been fed into the national multi-stakeholder dialogues in three ways:

1. In the citizen dialogues, participants created “citizen narratives of the future” that served as a starting point for a plenary discussion about citizens’ needs, concerns and values. The citizen narratives and the plenary discussions around these have been used to create six big posters (2 per topic) with illustrations that depict the main discussion themes. These posters will be used in the first block of the national stakeholder dialogues to get participants in a reflective mind-set and have them open up their perspectives.
2. The outcomes of the plenary discussions about values, needs and concerns in the citizen dialogues also feed into the scenario exploration game. In this game, one particular actor is the Public Voice. The Public Voice will be played by one of the citizen dialogue representatives. The role description of the Public Voice is based on the themes discussed in the citizen dialogue. To account for national differences, these role descriptions have been made country-specific.
3. Lastly, the citizen’s needs, concerns and values are used in block three of the dialogue. The separate needs, concerns and values have been put on cards and serve as inspirational material for stakeholders to discuss what the desired interactions should be *about*.

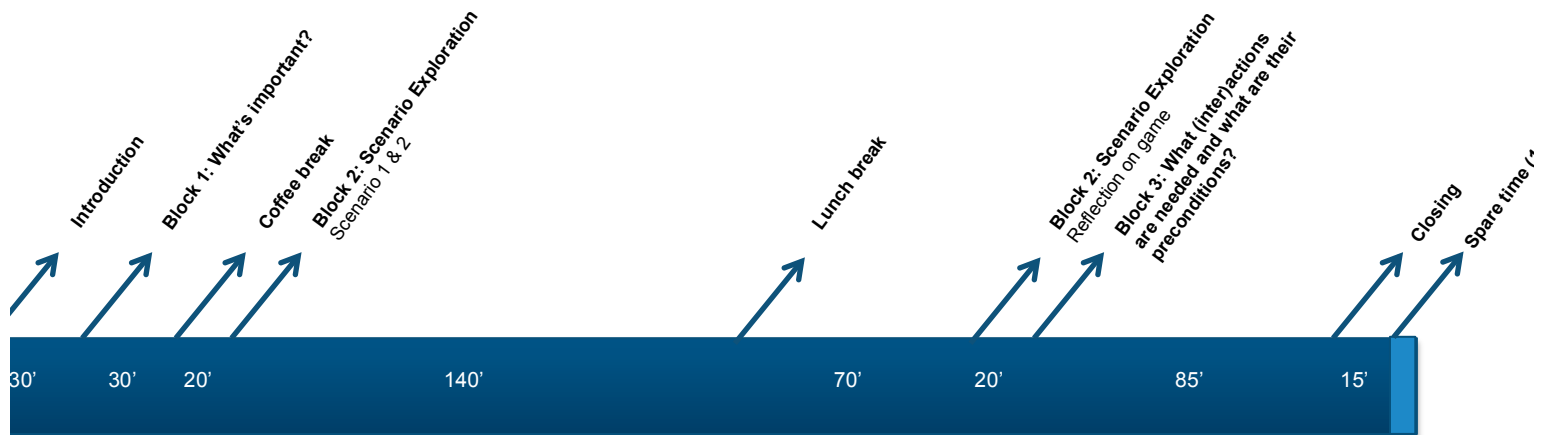
# 3. Script

## 3.1 Objective of the dialogue

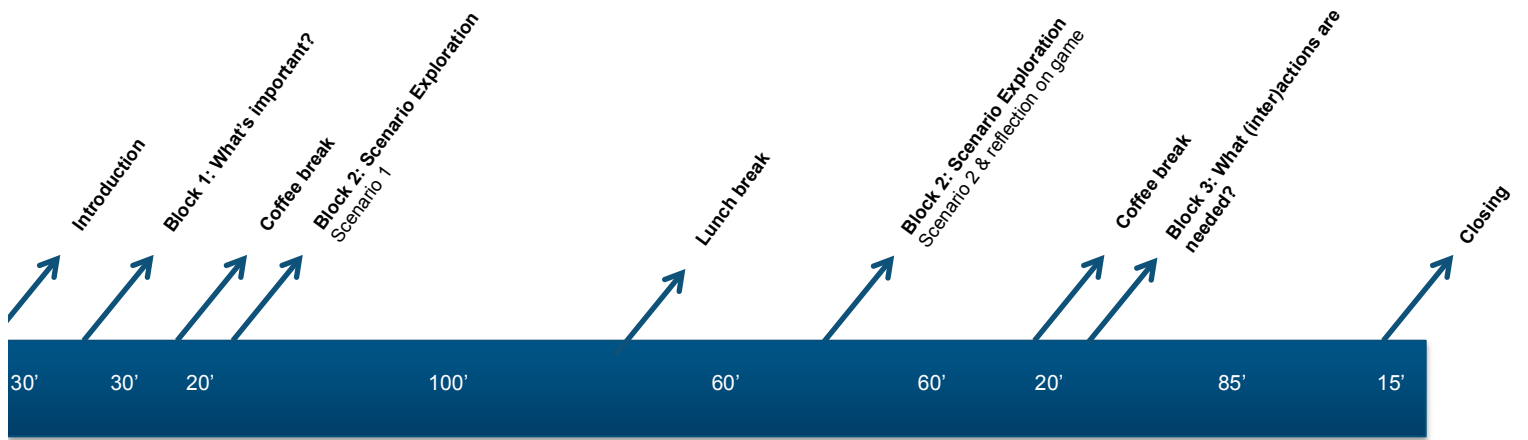
The goal of the multi-stakeholder dialogue is to formulate recommendations on **what is needed to better identify and integrate societal needs, concerns and values in [topic field] research and innovation.**

## 3.2 Time-line of the dialogue

The dialogue session will take **7 hours**. Below you find two suggested rough time-lines of the dialogue session. Evidently, you can shift around coffee and lunch breaks depending on your local needs, planning and cultural habits, and in this way construct your own time-line. Do keep in mind that the order of the exercises should not be changed. If possible, we advise to use a time-line in which the two game scenarios of the Scenario Exploration Game are played in one go, because it might take some time to get participants back into the game dynamics after a break. In case you run into a shortage of time, you can consider skipping the second scenario of the Scenario Exploration Game (saves 40 minutes).



**Time-line option 1.** Game scenario 1&2 in one go, 1 coffee break, 1 extended lunch break, 10 min spare time



**Time-line option 2.** Game scenario 1 & 2 with break in middle, 2 coffee breaks, no spare time

### 3.3 Necessities

Below you find a list of materials that you need for organizing this dialogue with 12 participants. If more people are coming to your dialogue, make sure to adapt the quantities indicated on this list.

#### General

- 3 audio recording devices (to record parallel group discussions)
- 1 laptop/PC linked to beamer
- Nano2all Powerpoint slides (translated in local language)
- Dialogue script
- Basic dialogue outline
- Photo camera
- List of participants – include a group division for playing the game; the different type of stakeholders should be spread out over the 2 or 3 sub groups that will play the game
- 15 name tags (preferably tags that people can stick to their clothes, so it also works when walking around)
- 12 day programs, printed on paper
- 12 pens
- 12 informed consent forms
- 12 evaluation questionnaires

#### Block 1: What's at stake?

- Citizen science fiction posters (2 big prints of each of the 2 topic “stories” that were created for your specific topic → 4 in total)
- (Movable) poster boards – if necessary
- 12 reflection/interview note blocks. (Make sure to label them with a number to help the formation of pairs. Each number should be used twice. E.g. Both people who got assigned number “1” will work together in the interview phase of the exercise.)

#### Block 2: Scenario exploration

- 2 game manuals
- 2 game boards
- 2 dices
- 2 sets of coloured tokens (1 set = 25 tokens in blue, orange, green, purple and 60 tokens in red)
- 2 sets of role description forms (specific for your own country)
- 2 sets of records of play for the Public Voice
- 2 scoring sheets
- 2 sets of scenario circles
- 2 sets of mega trend cards
- 2 sets of scenario detail cards

- 2 sets of tech development cards (specific for your dialogue topic)
- 2 sets of real-life cards
- 2 sets of action cards

### **Block 3: What (inter)actions are needed?**

- 12 Actor contribution note blocks (A4)
- 2 involvement table sheets (A0)
- 2 markers

### 3.4 Setting and general remarks

The physical environment is very important for the success of the event. Think of the following:

- Arrange a room that has sufficient space to walk around and to move around in easily. Participants need thinking space.
- Organize tables and chairs in groups that can seat 6 participants. In some exercises participants are split into 2 or 3 sub groups (depending on the number of participants)
- At the start of the session make sure that the following is put down on the table for each participant:
  - Pen
  - Agenda of the day
  - Name tag (preferably ask participants to write down their first name on these tags; you want them to meet as *people*, not just as Dr. X and representative Y)
  - Informed consent form
- If you like, you can print out the main questions (block 1, 3 and 4) of the event on big sheets and stuck these to the wall (next to each other, or spread out over several walls, depending on the type of room you have at your disposal). Make sure that there is enough space left on the wall below these sheets. You can use this space to stick a flip-over sheet with the main outcomes of each activity block onto the wall.
- Create a 'gallery' area, in which 4 big "citizen science fiction" posters are exposed (2 prints of each of the 2 topic "stories" that were created). It might be useful to have two or four big (movable) poster boards (A0 format) on which the posters can be presented. Otherwise, stick them to the wall. Another option (suggested by Álex) is to put the poster in a frame of foam to get that real "gallery-feel".
- Throughout the day, participants will work with various materials (e.g. cards, notebooks). It is okay if some of these materials remain scattered throughout the room on tables, chairs, in pockets (etcetera) after their use. In subsequent exercises, participants might incidentally see the old material and get inspired!

With respect to the dynamics of the dialogue, keep in mind that:

- Disagreement is fruitful. Don't be afraid of disagreement between the participants. It might actually be quite helpful to clarify why people have different opinion. Disagreement itself can also be a result.
- To keep track of time and make your participants aware of the time they still have for executing a particular exercise, you can consider using a counter (clock). If you like, you can download a counter application from the internet and paste it into the Powerpoint slides.

We would like to make a final remark about the preparing the citizen dialogue representatives for the multi stakeholder event. It might be could to give these participants some extra attention prior to the dialogue. Since they already attended a NANO2ALL dialogue session and potentially have less experience with stakeholder events (compared to some of the other participants), it could be wise to inform them a bit more elaborately about the event. We think it is particularly important to mention beforehand how their input from the prior dialogue sessions is integrated in the format of the multi stakeholder dialogue. You could share this information in the dialogue preparation package, for example.



= record on audio

## 3.5 Detailed script

### Introduction

30 min

#### Participants entering

- Welcome participants that enter and tell them where they can put their belongings.
- Tell each participant that they can find a place to sit and ask everyone to write down their names on the name card.

#### Goal of the day

- Welcome everyone and emphasize why we are here today (aim of the workshop).

#### Getting to know each other, informed consent

- Introduce the staff that is present and clarify which role each staff member has throughout the day.
- Take 10 minutes time in total for the participants to introduce themselves. You can choose your own method to do this, but we do suggest picking a method that doesn't put emphasis on people's affiliation, but instead encourages people to share something about who they are as a person or why they were interested in attending the event. Note that you only have approximately 40 seconds per person.
- Explain that you would like to record some parts of the dialogue today, so that the project can use the input of the participants in the best possible way. Emphasize that all recordings will be anonymised. Ask people to sign the form and give it to one of the moderators during the first break.

#### Introduction Nano2all, responsible research, and dialogue objective

- Explain that today's session is organized within the context of the NANO2ALL project, a project that focuses on responsible research and innovation in the field of nanotechnologies.
  - Introduce the concept of RRI, NANO2ALL and the dialogue objective like this:  
What's behind this idea of responsible research and innovation? All sorts of innovation are possible, but some forms might be more desirable or acceptable than others. With responsible innovation we try – already at an early stage - to align goals and activities in the science and innovation sector with the values and needs of citizens and stakeholders in society.
  - Responsible innovation (or RRI) has become a central theme in European research funding. Different approaches and strategies have been developed, but they all center on a number of important features:
    - **Inclusion:** active participation of a variety of stakeholders from beginning to end (early stage of research to bringing product on the market)
    - **Anticipation:** explore various scenarios; diverse perceptions of problems, and solutions.
    - **Reflection:** reflect on underlying values and purposes

- **Responsiveness:** willingness to flexibly adapt and change course of action
  - Mention that Nano2all is an EU project that aims to give shape to this idea of RRI in the context of nanotechnologies. Today's focus is on thinking about the question: how can we organize this in the field of nanotechnologies for [topic field]? However, this session is only one part of the project. Nano2all is 4-step step project. Point at the 4 steps indicated at the sheet: citizen dialogues, national MSD, EU MSD and creation of roadmaps.
- Check how participants respond to this brief explanation of RRI. However, do keep in mind that in this introduction it is important to focus the discussion on clarification rather than debating whether RRI is a good idea or not. Delay those arguments to the afternoon, where people will get the chance to design their system of engagement (block 3).

### Program and house rules

- Mention that this is not a standard event with a standard format. We will have a day full of collaborative and interactive exercises. Point at the day's program that everyone has in front of him/her. Indicate at what times there will be a break.
- Touch upon the main house rules:
  1. Everyone has something valuable to contribute
  2. Embrace difference
  3. Allow everyone to contribute

## Block 1: What's important?

30 min

<b>Aim:</b>	To explicate and reflect upon your own values, needs, concerns with respect to nanotechnology research and innovation, as well as the V/N/C of others (i.e. citizens + other participants)
<b>Materials:</b>	<ul style="list-style-type: none"> <li>• A0 citizen science fiction posters (2 of each poster, 4 in total)</li> <li>• Reflection/interview note block (1 for each participant)</li> <li>• Pens (1 for each participant)</li> </ul>

### Gallery walk: citizen science fiction (individual; 15 min)

1. Give each participant a reflection note block and pen and explain the exercise (5 min).
  - a. Mention that we start the day with some citizen science fiction to get ourselves into a reflective mind-set and to open our perspectives. Explain that the content of the posters is based on earlier dialogues with citizens on the topic of [topic field]. Citizens were asked to create a fictional [nano topic] device with a story around it as a starting point for discussion on citizen concerns, needs and values when it comes to [topic field] research and innovation. The results of several discussions have been fed into the two posters. On the poster, a fictional [nano topic] device is depicted that might be used in the year 2032. It is not the aim of the poster to show which nanotechnology products citizens would like to see developed in the future. Instead these fictional examples offer an inspiring perspective on how technologies are embedded in society and aim to encourage thinking about potential broader effects of new technologies in [topic field].

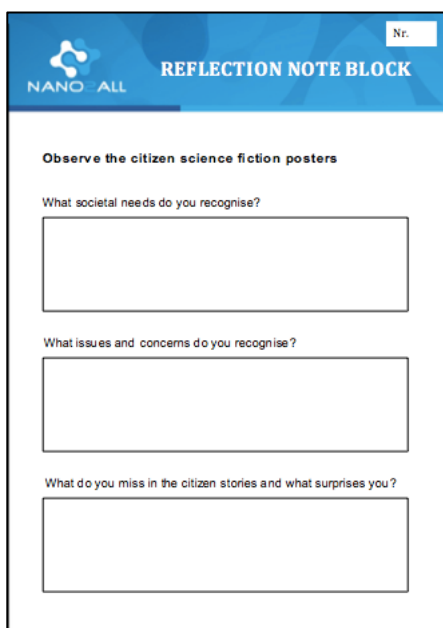
- b. Ask one/both of the citizen dialogue representatives to give a 1-minute pitch on what they discussed in the citizen dialogue. What did the citizens consider important? (Note: citizens do not need to prepare this 1-minute explanation beforehand).
  - c. Mention that we would like the participants to individually explore the posters that are put up in the room and – while walking around and observing the posters – answer the questions that are presented in the reflection note block.
2. Give the participants 10 minutes to walk around the Citizen Science Fiction gallery (i.e. gallery walk around the A0 posters). While observing the posters, participants should answer three questions that are posed on the reflection note block (see Fig. 1)

#### Mini interviews (pairs; 2x7 min = 14 min)

3. Let the participants form pairs based on the number in the right corner of their reflection notebooks. Participants that share an identical number on their card can sit together in the “gallery café” (i.e. a table of their preference).
4. Let the pairs interview each other for 5 minutes about the following questions:
  - a. What had real meaning for you from what you've seen? What surprised you? What challenged you?
  - b. What's missing from this picture so far? What is it we're not seeing? What do we need more clarity about?

Here it is important for the interviewer to listen carefully and ask follow-up questions to further clarify the answers of the interviewee.

5. After 5 minutes of interviewing, give the interviewer 2 minutes time to clearly summarize the answers of his/her partner on the interview note block (i.e. on the back of the reflection note book). (see Fig. 2) and let him/her do a check with his/her partner on whether this was correctly interpreted.
6. Let the pairs change roles (interviewer becomes interviewee).
7. At the end of the exercise – when all participants have been interviewed – mention that we have now dived a little deeper into various perspectives on **[topic field]** and what's at stake for themselves and others. People can keep the value cards with them, or on their table, because they might serve as valuable inspiration or meaningful reminders throughout the rest of the day.



**REFLECTION NOTE BLOCK**

Nr. \_\_\_\_\_

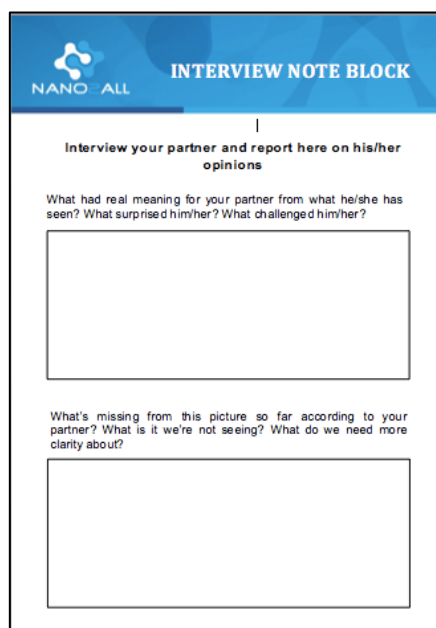
**Observe the citizen science fiction posters**

What societal needs do you recognise?

What issues and concerns do you recognise?

What do you miss in the citizen stories and what surprises you?

Fig. 1 Reflection note block



**INTERVIEW NOTE BLOCK**

Interview your partner and report here on his/her opinions

What had real meaning for your partner from what he/she has seen? What surprised him/her? What challenged him/her?

What's missing from this picture so far according to your partner? What is it we're not seeing? What do we need more clarity about?

Fig 2. Interview note block

## Block 2: Scenario Exploration game

160 min

**Aim:** To experience the dynamics of various potential futures

**Materials:** • All game materials (for 2 or 3 game tables) → see game guide



RECORD

### Playing the scenario exploration game (group work; 180 min)

1. Introduce the scenario exploration game by explaining the following:
  - a. In the first exercise we have explored various perspectives on nano innovation and seen how nano innovations could become embedded in society. Now let's take a look at how these innovations might develop in different scenarios. You are going to play a game in which you will interact with various actors, each with their own perspectives and goals. The experiences could help us later in the day to think of future strategies to align scientific values and objectives with societal values and needs.
2. Split the participants in two or three groups (depending on the number of participants in your dialogue).
  - a. Each player represents a particular actor in the game. Since the game consists of 5 actor roles, a minimum of 5 players is needed per group. If you have more than 5 players in one group, let some participants work together on one actor role or introduce the role of "the media" (see game manual for more explanation).
  - b. Each group should consist of different types of stakeholders (e.g. don't allow two policy-makers/two citizens/two business representatives etc. to be in the same group, but try to spread them out over multiple groups). If you have a clear idea of who is coming to your dialogue session, it is best to make the mixed group compositions beforehand and then you can just share the group compositions that you made beforehand. (2 min)

4. Play the game in the sub groups (see game instruction manual). Make sure that you round up the game after 150 minutes max.

#### Reflection on game (group work; 20 min)



RECORD

5. After having played the game, it is important to reflect with the game groups on what happened in the game. This can be done *within* the different sub groups. Explicitly focus on the following two things:
  - a. Reflect on the experience (dynamics of scenario, interactions with other players, achievement of goals)
  - b. Reflect on future strategies (responsible innovation: what are the opportunities and threats, what do we need in order to take care of the future?)

### Block 3: What (inter)actions are needed?

85 min

**Aim:** To build a collaborative vision on what type of actions and interactions are needed to better identify and integrate societal needs, concerns and values in [topic field] research and innovation

**Materials:**

- Actor contribution note blocks
- Involvement table
- Markers (several for each table)

#### Setting the scene for discussion (plenary; 10 min)

1. Provide a plenary introduction to this exercise, in which you come back to the RRI concept and use examples to explain what “inclusion”, “anticipation”, “reflection” and “adaptation” mean in the context of RRI.

Introduce the exercise like this:

- Today we have explored citizen stories that show how technologies might become embedded in future society. Some future applications might be more acceptable and desirable than others. In the game, we experienced two potential future scenarios and we gained insight into how different factors influence your actions and outcomes. In the coming exercise, we take one step back and ask ourselves: how can we steer innovation towards desirable and acceptable ends? According to the Responsible Research and Innovation model this entails identifying and integrating societal needs, values and concerns into the innovation process.
- In this exercise, we want you to think of how we can accomplish this. All sort of approaches are possible, but RRI emphasizes that a few features are particularly important to take into account.
  - **Inclusion.** First is active participation of a variety of stakeholders from beginning to end (early stage of research to bringing product on the market). Questions that are important here include:
    - What is at stake? Whose voice is relevant?
    - When and how to involve other stakeholders in the process of research/innovation?

- **Anticipation.** When trying to align goals and activities in science and innovation with societal needs and values, it is important to continuously reflect on the potential impacts of research and innovation. What future worlds are we creating? What are possible impacts? The question is: how and when to ask the question of right impacts in the research and innovation process?
- **Reflection.** This refers to activities that can help us identify and understand underlying values of different actors in the field. Differences in underlying values could also lead to differences in what is perceived as problematic with respect to particular research projects or technological developments. The central question here is: how to stimulate reflective thinking in the actors involved?
- **Responsiveness.** It is important to move beyond the identification of societal needs and concerns and respond by aligning research and innovation activities to those needs and concerns. This requires flexible management and adaptable structures. The question here: what capacities do researchers/ innovators and their organisations need to accomplish this task of adaptive learning.
- At the end of your exercise introduction, emphasize the question that is central to this exercise: how can we better identify and integrate societal values, needs and concerns in [topic field] research and innovation? Inform the participants that we want them to brainstorm about the actions and interactions that they think are needed for this, as well as the preconditions for these (inter)actions to take place. The introduction of the RRI features is offered to help them in this brainstorm. Explain that the exercise will consist of various steps: first working in pairs and then working in two sub groups.

#### Brainstorm in pairs (stakeholder pairs; 10 min)

2. Let participants with the same stakeholder role in the dialogue (i.e. their role in real-life, not in the game) form pairs. This means that the two policy-makers will sit together, the two researchers will sit together, etc. Each of them probably has played the scenario exploration game in another sub group.
3. Ask the pairs to brainstorm about how they themselves could contribute to better identify and integrate societal perspectives in [topic field] research and innovation. What actions could they undertake and would they need from others? Let them write down their answers to these questions on the actor contribution note blocks (Fig. 3). Make sure that they both fill out a note block for themselves, as they will split up after the brainstorm in pairs.



RECORD

#### Sharing and discussing actor contributions (group work; 30 min)

4. Let the participants go back to the sub groups in which they played the scenario exploration game. Make sure there is a moderator at each table to guide the group brainstorm.
5. Let each of the participants in the groups share what they wrote down on their actor contribution note block. Write their contributions down in the involvement table (Fig. 4), and discuss how everyone feels about the suggested actions/interactions and requirements.

- When everyone has shared and discussed his/her contributions and an overview has been created in the involvement table, ask participants whether they think anything is missing from the table. If needed, add new input to the involvement table. Supporting questions that you could use here are:

What's missing from this picture so far? What is it we're not seeing? What do we need more clarity about?



RECORD

### Discussing the bigger picture (group work; 20 min)

- Provide a short recap of what we've been doing in this exercise.

Let's take a look at what we've been doing in this exercise. The objective was to discuss how we can better identify and integrate societal needs and concerns. We talked about all sorts of individual actions and interactions that are needed (see involvement table). Now we want to end the exercise by looking at the bigger picture, focusing on the system in which we all function and how we should (re)organize it.

- Introduce the broad question that we would like them to discuss during this last part of the day:

**How can research and innovation be more open to being influenced by societal actors?**

Support questions that you could use to stimulate the discussion here are:

- What's emerging here for you? What new connections are you making?
- What would it take to create change on this issue?
- How can we support each other in taking the next steps? What unique contribution can we each make?

Actor contribution note block	
What is needed to better <u>identify</u> and <u>integrate</u> societal values, needs and concerns in [topic field] research and innovation?	
What can we do ourselves?	What would we need from others?

Fig. 3 Actor contribution sheet

Actor	What?	When?	Required
Citizens			
Researchers			
Policy-makers			
Industry/business			
Civil soc. organizations			

Fig. 4 Involvement table

Tips for moderators at the table:

- You act as a guide to get the brainstorm started and to make sure that sufficient depth is reached in the brainstorm by asking clarifying questions if needed. However, in the end you want to get a group discussion going, in which participants talk to *each other* and not only to you. Make sure to give the group the necessary space for this.
- Disagreement between participants about the (inter)actions needed is interesting! Make sure that it becomes sufficiently clear why participants disagree on certain points.

- If participants say they already do things to align scientific and societal perspectives, let them what they already do and find out why they think it works. Encourage them to think further: what else could you do?
- Make sure to check whether participants are really discussing how to integrate societal perspectives in research and innovation, instead of how to influence societal perspectives to make people accept technology as it is.



RECORD

**Group discussion on findings (plenary; 15 min)**

If time allows, ask the groups to share and discuss what was important to them about the discussions that they had.

**Closing****15 min**

RECORD

- Close the session by doing a short reflection round in which each participant shortly shares their answer to the question: “based on all things you’ve heard, said and experienced today, what is it that you will take with you?”
- Thank everyone for their valuable input and time
- Remind them of the summary that you will write about the session and where they can find this (on the NANO2ALL website, or maybe you will send them an email)
- Ask participants to fill out the evaluation questionnaire before they leave the room

### 3.6 Collecting data

To analyse the outcomes of the dialogue sessions, the VU team would like you to compile relevant data after the session. In the table below you will find an overview of the data that needs to be sent to the VU research team.

Type of data	How to present it to the VU
<b>Photos of the event</b>	Take some photos of the event that can be used on the NANO2ALL website
<b>Audio recordings</b>	<p>Send the audio recordings of the following parts of the dialogues:</p> <ul style="list-style-type: none"> <li>A. The game itself (100-140 min, depending on how many scenarios you play)</li> <li>B. The reflection on the game (20 min, separate recordings per sub group)</li> <li>C. The entire third block (85 min, separate recordings per sub group)</li> <li>D. Closing reflection round (5 min)</li> </ul> <p>Please label the separate audio files using the letters (A-D) indicated above, and sub group number. For example: Audio_B_sub_group_1.</p>
<b>Reflection/interview note blocks</b>	All reflection/interview note blocks should be photographed or scanned and sent to the VU digitally.
<b>Game: role descriptions &amp; records of play</b>	All filled out roll description forms and the Public Voice record of play sheets should be photographed or scanned and sent to the VU digitally. Please cluster the files per game that was played (so per sub group), and tag the files with the correct group number (e.g. Role_descriptions_sub_group_1)
<b>Actor contribution note blocks</b>	The actor contribution note blocks that each of the participants created should be photographed and the files should be sent to the VU digitally. Please tag the files with stakeholder group to which that actor belonged (e.g. actor_contribution_policy-maker)
<b>Involvement tables</b>	The involvement tables should be photographed and the photos should be sent to the VU digitally. In addition, please provide a translation of the table (in

	Word).
<b>Evaluation questionnaires</b>	The evaluation questionnaires should be photographed or scanned and sent to the VU digitally. Please also provide a file with the translation of the answers to open questions. Make sure that it is still clear for the VU team which answers to open questions and answers on the multiple choice form belong to each other.
<b>Innovation Agenda Template</b>	Fill out the innovation agenda template in English (see Basecamp), and send it to the VU digitally.
<b>Summary of event</b>	Write a short (1 page) summary of the event that can be posted on the NANO2ALL website.

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