AI SUMMIT SAMPLE

SUGGESTED SHOPPING/PACKING LIST

AI Summits run smoothly when participants have easy access to a range of materials. Your material requirements will depend on the activities outlined in your AI Summit participant workbook. Consider, though, that the more materials people have to create with during an AI Summit often the better the output. Please note that this list is intended as a guide only. The suppliers are suggestions only to help you source what you need. Feel free to purchase or source from what works best for you.

AUDIO VISUAL REQUIREMENTS

- One (or more if needed) screen in front of the room for slides.
- Projector with sound (for playing videos)
- One lapel microphone (if possible but not essential)
- Two hand-held microphones.
- 1 x whiteboard, flip chart or very large board or wall to stick positive-core on
- 1 x iPhone with selfie stand or video camera to record presentations for internal use. We usually find an iPhone works fine provided it has enough memory on it!
- Chime or funny sound on phone to signal the end of time.

PRINTING

- Please print a participant guide for each person.
- Dream template – A3 size – for each table.
- How Might We template – A3 size – for each table.
- Prototype Pitch template – A3 size – for each table.
- Next Steps Template – A3 size – for each table.
- Appreciative Votes Template – A4 page per person

FOAM BOARDS (ORDER THESE EARLY!)

- 10 x A3 foamboard 5 mm thick (see ***Foamboards.com.au***)
- 1 per design group x AO foam boards 5mm thick (see ***Foamboards.com.au***)
- 1 per design group + 1 for facilitator x A1 foam boards 5mm thick (see ***Foamboards.com.au***)

GENERAL STATIONARY ITEMS

- 20 per person x ***76mm x 76mm multi-colored post-it notes*** that stick well
- 5 per person x ***14mm sticker dots***
- 5 x packs ***Blu-tack***
- 2 per table x ***fine sharpie markers various colours***
- 5 per table x A3 white paper or flip chart paper for writing notes on
- 1 x box of blue or black pens for those who forget
- 5 x staplers
- 3 x ***packet of multi-coloured thin markers***
- 30 sheets x ***A3 multi-coloured construction card***
- 1 x pack of ***cardboard rolls***

DESIGN KITS – ONE X EACH DESIGN STUDIO IN A ***C4 ENVELOPE*** THAT CONTAINS

- 2 x ***scissors***
- 1 x ***packet of multi-coloured thin markers***
- 1 x roll strong ***sticky tape***
- 1 x ***glue stick***
- 1 x ***plasticine pack***
- 1 x ***small roll of string***
- 1 x packet coloured balloons (not inflated)
- 1 x packet ***30cm pipe cleaners***
- 1 x ***small cardboard box***
- 1/4 x packet ***wooden popsicle sticks***
- 10 sheets x ***A4 multi-coloured construction paper***

*Add one strip of blue tac from the general supplies to each envelope

CREATIVITY PROPS (OPTIONAL BUT GREAT TO HELP DREAMS)

It is also really helpful for the dreams section to have (think about how many people will be present):

- A selection of small musical instruments – maracas, triangles, bongo drums, tambourines, etc. that people can easily play.
- A selection of costume props – feather boas, funny glasses, beads, stick-on moustaches, funny wigs or hats, capes, feather boas, toy money etc. that people can easily dress up in. This can easily and cheaply be found at homeware stores like ***Spotlight*** if needed.
- A selection of inspirational quote stickers or images can also be useful ***like these***.
- Lego can be great for teams to build with. Colored bricks, people, and life items like cars, houses, etc. tend to work best.
- A thumb drive if people have digital presentations they want to upload to your computer.