# Workshop schedule

Total duration: 3–4 hours.

## Set-up

- ☐ Private room with free wall space, tables, chairs
- ☐ Projector
- ☐ Drinks, snacks
- ☐ Handouts: visual explanation and case description
- ☐ Information sheets and informed consent forms
- ☐ Demographics forms
- ☐ Grading forms
- ☐ Presentation on laptop
- ☐ A3 paper, post-its, pencils, and markers

## Walk-in

- Participants arrive

## Opening (15 mins)

- Welcome
- Introductions of all participants
- Overview of the workshop schedule
- Questions at this point?
- Informed consent (human research ethics)
- Demographics form
- BREAK

## Knowledge transfer (30 mins)

- Contestable AI (brief presentation)
- Visual explanation (big on screen and printed as handout)
- Case (brief presentation, and printed as handout)
- Questions?
- BREAK

## Concept design work (60–90 mins)

- Design exercise explanation

- [Design work happens here.]

- BREAK mid-way and again at the end

## Presentations and crit (10 mins)

- Presentations by participants of design concepts, including rationale

- Clarifying questions only

- BREAK

## Focus group (30–60 mins)

- Individual completion of evaluation form

- [Focus group discussion happens here. See separate guide for details.]

## Closing (5 mins)

- Final questions or comments from participants

- Thanks and closing

## Wrap-up

Collect all. . .

☐ Signed consent forms

☐ Demographics forms

☐ Concept design results

☐ Completed grading forms