

Appendix C: World Climate Event Planning Checklist

This is a step-by-step checklist to assist first-time facilitators to effectively organize a World Climate Simulation Event. Use it as an indicative event planner, but note that the tasks will vary based on how you intend to apply World Climate.

√ Completed?	Proposed Timeline	Tasks
	1 st sitting to plan WC	Identify what other goals you might have in organizing World Climate and integrate them into your planning.
		Identify the audience you are able to reach, and/or would like assistance to reach
		Fix a date and allocate time for the World Climate (3-hour event is sufficient for a first time)
		Create a list of what you need. E.g., a co-facilitator; online support from Climate Interactive team etc.
		Identify a venue and note the requirements: e.g. type of room?; fee to use?; are you providing meals/ refreshments? etc.
		Register your event https://www.climateinteractive.org/programs/world-climate/register-event/ and email Climate Interactive info@climateinteractive.org if you need further support.
	2-5 weeks to the event	Download World Climate slides from the website and organize/edit as required for your specific audience
		Create a poster if advertising or download the standard events poster template from the website and edit the details as per your event. Include the logos of partner institutions.
		Publicize the event. Climate Interactive can help share the event if you send event information to info@climateinteractive.org and/or tweet @worldclimate with hashtag #worldclimate
		Download all the required materials from Climate Interactive website and familiarize yourself with them. Download C-ROADS or use the online version
	1 week to the event	Print your materials based on the number of RSVPs received or anticipated.
		Continue outreach if a public event.
		Prepare/Pack other materials – print outs, blue sheet, snacks, etc.

		Confirm venue arrangement – e.g. projector, movable chairs, snacks, meals (if any) etc.
	Day before event	Organize the printed briefing notes based on the number of RSVPs and brief any assistants on how to distribute them and other materials.
		Prepare and print an attendee sign-in form, if the event is public, so you can follow-up with people.
	On the day of event	Arrive at least 30 minutes early to set up the room and ensure the projector is working
		Designate someone to take photos
	EVENT BEGINS	Register attendees as they arrive
		Issue research pre-survey and collect before starting
		Welcome participants; introduce the goals of the event and any other related activities of the day.
		Give time for participants to introduce themselves
		Introduce Climate Interactive and World Climate Simulations
		Issue Briefing notes and collect pre-surveys at the same time
		Start World Climate
		End World Climate
		Issue research post-surveys when wrapping up the Debrief
		Ask people for feedback on the session
		Offer to participants to register their events, join Webinars, the Climate Leader, and the Online Community - share these links on a slide
		Collect research post-surveys
	EVENT CLOSES	Date all surveys with date/venue of the event. Scan/post the surveys to the Climate Interactive staff you have been contacting.
		Take photos of all used flipcharts, the whiteboard (summary table) etc. You can send these to Climate Interactive or use them to prepare a summary report or blogpost.
		Collect any unused materials and use them in future events.