TABLE OF MATERIALS

Table of Materials – Session 1

- **Room arrangement**: Arrange tables and seating in a U-shape facing a large whiteboard or smooth wall (10 to 12 feet in length ideal) on which self-adhesive flip chart paper can be mounted and written on. If easels are used, have a minimum of 2, ideally 3)

- Self-adhesive flip chart paper (at least 110 sheets)

- Markers and pens

- Pens and note-taking pads for all participants

- Audio recorder

- Name tags

- Required forms (e.g., photo consents, reimbursement forms)

- Options (but strongly recommended): Refreshments, gift cards or gifts to acknowledge participant time and contribution to the project

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### Table of Materials – Session 2

- **Room arrangement**: Arrange tables and seating in a U-shape facing a large whiteboard or smooth wall (10 to 12 feet in length ideal) on which self-adhesive flip chart paper can be mounted and written on. If easels are used, have a minimum of 3, ideally 4.

- Individual research questions (from Session 1 analysis) printed in large font on self-stick* half-sheets of 8.5 x 11 paper *If not available, also need tape or spray adhesive

- Blank half-sheets (in a different color paper) for new questions generated in session 2

- Research topics (from Session 1 analysis) printed in bold large font on self-stick* half-sheets of 8.5 x 11 paper *If not available, also need tape or spray adhesive

- Blank half-sheets (in a different color paper) for new topics generated in session 2

- Post-it flip chart paper (at least 15 sheets)

- Markers and pens

- Sticker dots in different colors or patterns — each participant will need 20 sticker dots in a different color or pattern (15 dots for round 1 and 5 dots for round 2 of the prioritization exercise)

- Paper copies for all participants and facilitators with the research questions organized by topic

- Audio recorder

- Name tags

- Required forms (e.g., photo consents, reimbursement forms)

- Options (but strongly recommended): Refreshments, gift cards or gifts to acknowledge participant time and contribution to the project

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