**Room & Facilitator Pack: Contents List**

**Facilitator Pack:**

**Guidance Documents:**

1. Technical Guidance (p2)
2. Facilitators’ Step by Step Guide to the Challenge (p3)
3. Essential Information for Facilitators (p13)
4. Room Set-Up and Set-Down instructions (p15)
5. Intro & Icebreaker instructions (p16)
6. Working Group Instructions (p17)
7. Presentation Guide for Facilitators (p18)
8. Location of drinking water outlets and toilets in buildings (p20)
9. ‘Run, Hide, Tell’ Flyer (For Your Information) (p21)

**Scripts**

* 2 x North West News scripts (p23)
* 1 x President Skype Calls script (p27)

**Room Pack:**

**Facilitator Lanyard** (please also make yourself a name sticker)

**Attendance Register (collect from Building Hub):**

* *Please make sure that everyone in the room has signed this, including late arrivals. Students whose names are not on the register should write their full name (and student ID number if known) legibly on the additional sheet provided.*
* *Return completed sheets to envelope to be collected by a member of the event staff team*

**Prizes:** There should be enough lollipops for 2 groups (so one prize to be given in each session). Prizes to be given at your discretion.

**For Group Table (there are enough resources for two sessions so please only put out half of the resources in the morning otherwise there will be nothing left for the afternoon session):**

* Stationery:
  + 2 sheets Blank Name stickers/group (*1 sheet per session*)
  + Felt pens (*1/2 pack*)
  + Flipchart markers (*2*)
  + BlueTac
  + Flipchart paper (*3 sheets / group / session*)
  + Some A4 paper
  + Post-its
  + Small handful of biros
* Campus East Working Group Packs – 1 per group. Contains option cards set and ‘Working Group Instructions’
* [*to be handed out when prompted by Skype 4*] ‘Update from President’: 1 Envelope per Group containing:
  + Guidance from President on presentations
  + NorGas sponsorship proposal
  + Edible Express sponsorship proposal

For Workshop Room Wall: From Start (per room)

* Photography Statement
* A3 Location Information
* A2 Millchester Map
* A3 Glossary of Key Terms

**Technical Guidance for Facilitators**

**Start of session** (please note that some of these steps may have already been completed by a member of the event staff team prior to your arrival)

1. Login to PC using the **assigned** username and password (this will be stuck to the desk in your room). Only login using the provided details. **Do not use your own ID or Password**.
2. Turn on the projector
3. Open Chrome on the computer
4. Enter the URL <http://www.egc.manchester.ac.uk/sc/>. After /sc/ please enter your start time. For example, if you are a 0930 start your full URL would be… <http://www.egc.manchester.ac.uk/sc/0930>
5. Click Play by clicking on the video



1. Click Full Screen by clicking the full screen box in the bottom right of the video



1. Audio can be heard from 60 mins prior to the scheduled start time. If you cannot hear audio after clicking play and entering full screen, please contact ext 52851.

**During the session**

If the PC logs out:

1. Log back in using the username and password on the desk
2. Open Chrome
3. Enter URL as above with the correct time
4. If you have missed content, ring Tech Support immediately - ext 52851

Video Buffering / Video and audio out of sync

1. Ring Tech Support: 52851
2. A member of the team will walk you through the next steps

**End of session**

When students have left to go the plenary session, please:

1. Close Chrome
2. Logout of PC (do not switch it off)

If you are doing both the AM and PM sessions, please:

1. Log back in using the username and password on the desk
2. Follow steps 3 to 6, entering the afternoon start time at the end of the URL

| **STEP BY STEP GUIDE Stream A: AM Start: 09:30 PM Start: 13:00**  **Stream B: AM Start: 10:30 PM Start: 14:00** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Stream A** | **On Screen Clock** | **Stream B** | **Student Activity** | **On Screen Interventions** | **Notes/Materials** |
| **AM SLOT** | | | | | |
| 08:00 | 01:30:00 | 09:00 |  | Holding SC YouTube information. Your stream will be live in 30 mins |  |
| 08:30 | 60:00 | 09:30 |  | Text on red screen. Music in background. | Your rooms will be available, and streamed content will be playing on screen, once login/tech set up has been completed. (See tech support document in pack)  Please check to ensure no ‘buffering’ in streamed content. If there is, ring ext. 52851. |
| 09.00 | 30:00 | 10:00 |  | Text on red screen. Music in background. | Set up room. Pack includes contents list, set up/set down instructions, essential information sheet, and all other materials you will need.  Please check contents list.  Expect early arrivals!  Register students as they arrive, and direct to any table. Students have been told to aim to arrive 10 minutes before the start. |
| 09:25 | 15:00 | 10:25 |  | **Sustainability Challenge welcome message** appears. Music in background.  Music will fade out with 5 secs to go before scheduled start time. |  |
| **AM Sessions Begin** | | | | | |
| 09:30 | 20:00 | 10:30 | Arrival in rooms and registration  Welcome and Housekeeping | **Welcome to the Sustainability Challenge** remains on screen, and **20 minute** countdown clock appears.  After 8 minutes, **5 bleeps** signal change to Introductory Task screen. | Note countdown clock resets.  See Facilitator pack for welcome, housekeeping, H&S and accessibility messages. You have 8 minutes to deliver. |
| 09:38 | 12:00 | 10:38 | Introductory task (icebreaker) | Screen changes to read: **Introductory Task.**  **Bleeps** will sound for last ten seconds. | This is the icebreaker task, and has two stages. See Facilitator pack for full instructions.  Students need to be seated in groups and ready to begin by end of bleeps. |
| 09:49 | 0.50 | 10.49 | Watch UoM Pres. Welcome. | Filmed message from Nancy Rothwell.  Manchester-Millchester transition animation.  5 second countdown. | All matters introductory above must end in time for President’s message – start of Challenge proper. |
| 09:50 | 1.10.00 | 10:50 | Watch North West News Film 1 | **North West News Film 1** – Campus East News Broadcast. | Countdown clock will reappear on screen at end of filmed content. |
| 09:54 | 1:05:46 | 10:54 | **Watch Skype Film 1**  Students begin working on task in groups. | **Skype Film 1**  4 second ring tone audio then  University of Millchester President introduces task. | Tell students to open Campus East Working Packs at end of **Skype 1.**  Allocate each group an area of wall as their presentation area.  Draw students’ attention to Millchester map, Location Information and Glossary |
| 10:00 | 1:00:00 | 11:00 | Students working in groups. Monitor screen. | **Twitter Feed 1** (audio intro)Reinforces Film 1 announcements. | Suggest that students delegate some tasks – e.g. checking twitter feeds – to one individual who feeds back to the group.  Twitter feed includes useful information. |
| 10:18 | 0:42:00 | 11:18 | Students working in groups. On screen interventions etc. trigger changes to parameters of task. | **North West News Film 2 –**Year of Extraordinary Events.  Announcement from Rio Summit and Mill CC. | Encourage all students to watch film interventions. |
| 10:23 | 0:37:00 | 11:23 | **Skype 2**  President follows up on NWN 2. Groups asked to factor carbon costs into plans. |  |
| 10:27 | 0:33:00 | 11:27 | **Twitter Feed 2**  Reinforces NWN News 2, and reaction to it. | Twitter feed includes useful information. |
| 10:33 | 0:27:00 | 11:33 | **Skype 3**  Carbon cap and budget cut. Intros sponsorship options. | Deliver envelope with sponsorship options and reminder re. presentation at end of this skype call. |
| 10:40 | 0:20:00 | 11:40 | **Twitter Feed 3**  Reinforces all that has gone before. Includes sponsorship hints. | Twitter feed includes useful information. |
| 10:50 | 0:10:00 | 11:50 | **Skype 4**  President flags presentations to the Board, and explains she can’t attend. | Clock counts down to zero.  Group must display chosen option cards and calculations on walls before countdown clock reaches zero. |
| 11:00 | 40:00 | 12:00 | Groups present plans to BoG in turn. Non-presenting groups encouraged to ‘role play’ BoG members. | When countdown reaches zero, screen turns red.  **The word ‘Presentations’** appears on screen. Presentations countdown begins. | All Groups present their Campus East plan to BoG.  Facilitator ‘chairs’ BoG meeting in absence of President. Listening groups take it in turns to form Board for each Presentation.  See **Presentation Guidance for Facilitators** in Facilitator Pack. **40 minutes** has been allocated for Presentations.  1. **Before Presentations** Please give groups **3-4 minutes** to look at each other’s cards and calculations on the wall, and to begin to think about questions to ask.  2. **Presentations** How long you allow for each presentation depends on number of groups.   * **3 groups:** 5 min presentation, up to 5 minutes for questions (max. 30 mins.) * **4 groups:** 5 min presentation, up to 3 mins for questions (max 32 mins.)   **3. After** **Presentations** Before you send students to the Plenary, please take a couple of minutes to draw things together/congratulate students/and summarise what they’ve achieved. **See list of skills developed/practised at the end of this document.**  Lollipops have been provided for you to give as prizes. |
| 11:33 | 07:00 | 12:33 |  | **Presentations:** ‘If finished’ message on screen  **7 minute alert** | Once 7 minute alert has appeared, you can send groups to lecture theatres for Plenary when presentations are finished.  Point them in right direction before returning to room to reset for PM.  **Do not** **let students leave room before 7 minute alert appears on screen.** |
|  | 00.00 |  |  | **Presentation Clock reaches zero.** | All students **must** have left room to go to Lecture Theatre. |
| 11:40 |  | 12:40 | Closing Plenaries begin in Lecture Theatres. |  | Facilitator resets room for PM sessions –room reset instructions in Facilitator packs. |
| 12:00 |  | 13:00 | Sustainability Challenge ends. |  |  |
| **PM SLOT** | | | | | |
| 12:00 | 0:60:00 | 13:00 |  | Text on red screen. Music in background. | Your rooms will be available, and streamed content will be playing on screen, once login/tech set up has been completed. (See tech support document in pack)  Please check to ensure no ‘buffering’ in streamed content. If there is, ring ext. 52851. |
| 12.30 | 30:00 | 13:00 |  | Text on red screen. Music in background. | Set up room. Pack includes contents list, set up/set down instructions, essential information sheet, and all other materials you will need.  Please check contents list.  Expect early arrivals!  Register students as they arrive, and direct to any table. Students have been told to aim to arrive 10 minutes before the start. |
| 12:55 | 15:00 | 13:55 |  | **Sustainability Challenge welcome message** appears. Music in background.  Music will fade out with 5 secs to go before scheduled start time. |  |
| **PM Sessions Begin** | | | | | |
| 13:00 | 20:00 | 14:00 | Arrival in rooms and registration  Welcome and Housekeeping | **Welcome to the Sustainability Challenge** remains on screen, and **20 minute** countdown clock appears.  After 8 minutes, **5 bleeps** signal change to Introductory Task screen. | Note countdown clock resets.  See Facilitator pack for welcome, housekeeping, H&S and accessibility messages. You have 8 minutes to deliver. |
| 13:08 | 12:00 | 14:08 | Introductory task (icebreaker) | Screen changes to read: **Introductory Task.**  **Bleeps** will sound for last ten seconds. | This is the icebreaker task, and has two stages. See Facilitator pack for full instructions.  Students need to be seated in groups and ready to begin by end of bleeps. |
| 13:19 | 00.50 | 14:19 | Watch UoM Pres. Welcome. | Filmed message from Nancy Rothwell.  Manchester-Millchester transition animation.  5 second countdown. | All matters introductory above must end in time for President’s message – start of Challenge proper. |
| 13:20 | 01.10.00 | 14:20 | Watch North West News Film 1. | **North West News Film 1** – Campus East News Broadcast. | Countdown clock will reappear on screen at end of filmed content. |
| 13:24 | 1:05:46 | 14:24 | Watch Skype Film 1  Students begin working on task in groups. | **Skype Film 1**  University of Millchester President introduces task. | Tell students to open Campus East Working Packs. at end of **Skype 1**  Allocate each group an area of wall as their presentation area.  Draw students’ attention to Millchester map, Location Information and Glossary |
| 13:30 | 1:00:00 | 14:30 | Students working in groups. Monitor screen. | **Twitter Feed 1** (audio intro)  Reinforces Film 1 announcements. | Suggest that students delegate some tasks – e.g. checking twitter feeds – to one individual who feeds back to the group. |
| 13:48 | 0:42:00 | 14:48 | Students working in groups. On screen interventions etc. trigger changes to parameters of task. | **North West News Film 2 –**Year of Extraordinary Events.  Announcement from Rio Summit and Mill CC. | Encourage all students to watch film interventions. |
| 13:53 | 0:37:00 | 14:53 | **Skype 2**  President follows up on NWN 2. Groups asked to factor carbon costs into plans. |  |
| 13:57 | 0:33:00 | 14:57 | **Twitter Feed 2**  Reinforces NWN News 2, and reaction to it. | Twitter feed includes useful information. |
| 14:03 | 0:27:00 | 15:03 | **Skype 3**  Carbon cap and budget cut. Intros sponsorship options. | Deliver envelope with sponsorship options and reminder re. presentation at end of this skype call. |
| 14:10 | 0:20:00 | 15:10 | **Twitter Feed 3**  Reinforces all that has gone before. Includes sponsorship hints. | Twitter feed includes useful information. |
| 14:20 | 0:10:00 | 15:20 | **Skype 4**  President flags presentations to the Board, and explains she can’t attend. | Clock counts down to zero.  Group must display chosen option cards and calculations on walls before countdown clock reaches zero. |
| 14:30 | 40:00 | 15:30 | Groups present plans to BoG in turn. Non-presenting groups encouraged to ‘role play’ BoG members. | When countdown reaches zero screen turns red.  The word **‘Presentations’** appear on screen.  Presentations Clock starts. | All Groups present their Campus East plan to BoG.  Facilitator ‘chairs’ BoG meeting in absence of President. Listening groups take it in turns to form Board for each Presentation.  See **Presentation Guidance for Facilitators** in Facilitator Pack. **40 minutes** has been allocated for Presentations.  1. **Before Presentations** Please give groups **3-4 minutes** to look at each other’s cards and calculations on the wall, and to begin to think about questions to ask.  2. **Presentations** How long you allow for each presentation depends on number of groups.   * **3 groups:** 5 min presentation, up to 5 minutes for questions (max. 30 mins.) * **4 groups:** 5 min presentation, up to 3 mins for questions (max 32 mins.)   **3. After** **Presentations** Before you send students to the Plenary, please take a couple of minutes to draw things together/congratulate students/and summarise what they’ve achieved. **See list of skills developed/practised at the end of this document.**  Lollipops have been provided for you to give as prizes. |
| 15:03 | 07:00 | 16:03 |  | **Presentations:** ‘If finished’ message on screen.  **7 minute alert** | Once 7 minute alert appears, you can send groups to lecture theatres for Plenary when presentations are finished.  Point them in right direction before returning to room to reset for PM.  **Do not** **let students leave room before 7 minute alert appears on screen.** |
|  | 00:00 |  |  | **Presentation Clock reaches zero** | All students **must** have left room to go to Lecture Theatre. |
| 15:10 |  | 16:10 | Closing Plenaries begin in Lecture Theatres. |  | Facilitator sets down room - instructions in Facilitator packs. |
| 15:30 |  | 16:30 | Sustainability Challenge ends. |  |  |

**Skills Practised/Developed**

* Understanding of sustainability
* Real world problem solving
* Working in mixed disciplinary groups, with people who think differently to you, to tackle a complex problem
* Collaboration
* Communication skills
* Presentation skills
* Processing complex information, from different sources, to arrive at recommendations
* Decision making , including compromising/prioritising
* Working against the clock

# Essential Information & Troubleshooting Guidance:

1. **Room Packs, containing all resources, will be waiting for you in your room.**

These include enough resources for 2 sessions (if there are 2 sessions running in your room) so please make sure to only put out half of the resources in the morning.

1. **Support Available**

**Technical** Support will be available on 52851. See page 2.

For everything else, there will be 2 Building Managers in each building supported by a team of Event Staff and Student Ambassadors.

You will be able to contact the Building Managers via a building-specific extension number (provided in the building-specific sticker which your Building Manager will give you on arrival. Please stick to front of pack).

The Building Manager will be able to contact other staff as necessary.

There are extra facilitators available to cover in an emergency or in cases where an extra pair of hands would be helpful. Extra facilitators will report to University Place and will be deployed from there as needed. An extra facilitator may join you in your room part way through the Challenge, once we know they are not needed elsewhere.

**Medical Emergencies**

Building managers will have a list of qualified First Aiders in the building. For serious medical emergencies dial 999 first – then inform your building manager and university security - +44(0)1613069966.

1. **Fire Marshals**

No fire alarm tests are expected on the day.

Information about what to do in the event of a fire is clearly displayed in each room in University Place. Please make yourself familiar with instructions for your room.

In the event of a fire alarm, Building Managers and event staff will act as fire marshals.

Please follow procedure for evacuating the building, as directed by Building Managers and other building staff.

**Please note that**, in the event of a fire, Facilitators will be responsible for:

* Identifying students with mobility issues & informing them of the location of the nearest refuge point
* Letting Security/Fire Service know that someone is in a refuge area

1. **Emergencies/Emergency Contacts**

**Before the Day:**

Please email egc@manchester.ac.uk , or call the SDCE office on +44(0)161 275 2851 (9:00-17:00), if you need to contact us for any reason before the start of the Challenge.

On the day, there will be someone in the office to answer the phone from 07.30.

**During the Challenge:**

Please report accidents & any near misses to your Building Managers.

If you are unable to contact your Building Managers, there will be somebody in our office to take your call on 52851

1. **Students with special requirements**

Large Print copies of materials for use by students with visual impairments will be held by building managers. Please contact them if needed.

Lifts will be reserved for use by any students who cannot use the stairs. If necessary, any students with mobility issues will be accompanied to the room.

1. **Photography**

Please tell students that photographs will be taken during the Challenge. If they do not wish to be photographed, they should let you know. Statements to this effect will also be on display in the registration area, and a paper version in your pack for you to display in the room.

Please note the name, group, and room of any student who doesn’t wish to be photographed, and brief the photographer accordingly. You should also ask such students to add a red dot to their name label for ease of identification.

1. **Social Media**

Please discourage students from using social media but do feel free to tweet yourselves!

**Room Set Up / Down Instructions**

**Room Set up**

(1) Follow Technical / IT instructions to set up your computer (see page 2)

(2) Check room pack and set out resources

The Facilitator Pack Contents List lists the resources you should have in your Room Pack. The list includes resources which need to be on tables or walls at the start of the session.

* Please check the contents of your room pack against the list and inform your Building Manager/member of the Event Team if anything is missing.

**NB You will have enough resources for two sessions in your room (if there are two sessions running in your room) so please only put out half of these in the morning so that you have enough for the afternoon.**

**Attendance Register:**

* Register students as they arrive.
* Once students are working in groups, check all students present have been checked in
* Your register will be collected from your room by a member of the building team in the second half of the session. Please return completed register and additional sign-in sheet to envelope ready for handover.

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**Room Set Down 1/ Re-set. End of morning session**

Most rooms will be used twice on the day of the Challenge, once in the morning and once in the afternoon. Wherever possible we will assign event staff to help set down rooms, although we may not have enough for every room.

**Each room will be provided with enough resources for two sessions.**

**Materials on workshop room walls** (maps and location information) can remain in place for the next session.

**Clean & tidy used resources:**

* Collect together each group’s options cards into a complete set and secure with elastic band (they have been numbered to make this easier for you). Remove & retain *all* blue tack.
* Sort & tidy felt-tips and flipchart markers.
* Put out new resources (e.g. post-its, blue tack) as necessary.
* Recycle any used Flipchart paper and post-its.
* Throw away any cups (the cups are compostable so they don’t go in the plastic recycling).

**Room Set Down 2. End of day**

**As above.**

**Put everything that is to be kept in your room pack boxes/ bag(s) and leave at the front of the room for collection.**

Options cards and paper resources that are not crumpled/drawn on can be kept; all other paper resources can be thrown away. Leftover, unused cups should be kept but used cups need to be thrown away.

Event staff will be available to help with clear up.

Building porters will return resources to University Place and put the furniture back to normal.

**Welcome, Housekeeping and Introductory Icebreaker Task**

Time available: 15 minutes approx.

On arrival in rooms, tick off names on register and direct students to go to any table and fill out a name sticker.

It doesn’t matter if some tables have more students on than others at this stage, as these will not be the final groups for the Challenge.

**Icebreaker must be completed in time for the message from Nancy Rothwell, which will be screened at 0.50 on the countdown clock (about 20 minutes into the session).**

**Welcome and Housekeeping:**

* Facilitator introduces him/herself (include role in University)
* Housekeeping:
  + No Fire Alarms planned. In event of alarm please follow evacuation plans provided in each room.
  + Location of toilets (including accessible toilets) – please check for your building.
  + Large print versions of resources & scripts of audio available on request.
  + Water not provided for sustainability reasons. Let students know where nearest water bottle fill up point is – list in this pack. Some recyclable cups available in room as well for students who do not have their own bottle.
  + Photographs will be taken during the Challenge. If they do not wish to be photographed, they should let you know and add a red dot to their name label for ease of identification.
* Explain/Ask:
  + Explain that there is an interdisciplinary mix in the room and that this is a chance to make new friends.
  + Students will be working in groups to complete the Sustainability Challenge – on screen clock is counting down to the start.
  + Instructions and content will be delivered via the big screen.
  + Your role is to help them work their way through the Challenge, answer questions, and deliver any additional resources, and to help them enjoy the Challenge
  + In [10 minutes or so] their role, and group task will be explained.
  + But first, they need to get into their groups…

**Icebreaker**

* You will have approximately 10 minutes for this task.
* Based on how many students have arrived, decide what size groups you need.
* Ask the students to get up and move around the room introducing themselves to each other and finding out what degree everyone is doing.
* After 6 or 7 minutes, ask the students to form a group of X with the best possible mix of courses – so ideally, everyone in the group is on a different course if possible.
* Once they have formed a group, they should sit down at a table and start to get to know each other a bit better.
* Once all the groups are sitting down, please check to make sure the groups are as interdisciplinary as possible and feel free to move students around if necessary to achieve this.
* You may want to give a prize to the group that has the best interdisciplinary mix.

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**University of Millchester Campus East Working Group**

**Instructions**

This envelope contains these instructions and a set of 35 Campus East Development Option Cards. These have been divided into 7 colour-coded categories for your convenience.

**Introduction**

The Campus East Working Group has been set up by the Board of Governors of the University of Millchester to work on plans for building the new ‘Campus East’ development.

The University hopes Campus East will help it to meet its planned growth target of at least 2,000 more students over the next 5 years, and also make the University of Millchester more attractive to home and international students.

**224 million Millchester pounds** have been allocated for the Campus East development. You **must not** exceed this budget, but any money not spent will be lost. You should therefore aim to spend the entire budget.

**Your Task**

Using the information provided, you need to:

1. decide on the best package of options for Campus East and display your recommended options, and the total costs of those options, on the wall space for your group.
2. prepare and deliver a 5 minute presentation setting out your vision and recommendations for Campus East to the University Board of Governors. The Board will expect your recommendations to balance:

* The goals of the university as set out above
* The social, environmental and economic impacts of the proposed development
* The impact of the proposed development on the university’s reputation

You must **give your 5 minute presentation in just over an hour.** You can use the options cards, and up to 2 sheets of flip chart paper, to illustrate your recommended options.

**Working Group Presentation Guide**

1. All groups should be ready to present, with their presentation option cards and flip chart paper stuck to their section of wall, by the time the countdown clock reaches zero.
   1. At this point a new countdown clock will start.
   2. All presentations must be completed, and students on the way to Plenaries by the time the presentation countdown clock reaches zero.
   3. An on-screen alert will signal when the countdown reaches 7 minutes before zero. **If you have finished** by the time this alert sounds, you can send the students to the plenary. This is only likely to happen in rooms with 3 groups.
2. Introduce the presentation session by announcing the Board of Governors meeting is about to start. Remind the groups that the President is unable to attend and tell them you will chair the Board in her absence. Ask groups to take a few minutes to walk around the room and familiarise themselves with each other’s chosen options before presentations begin.
3. Invite the first group to present, and ask other members of the Board of Governors **(i.e. all other groups)** to gather around.
   1. Presentation Timings:
      1. 3 groups: 5 min presentation, up to 5 minutes for questions
      2. 4 groups: 5 min presentation, 3 minutes for questions

Ask a member of the Board (i.e. any student in a non-presenting group) to time each presentation and Q&A.

* 1. At the end of each presentation, invite questions from members of the Board, but be ready to ask your own if need be (see example/fall-back questions below)

1. Once all presentations have been completed, give each group some feedback on their presentation and discuss with all the groups the transferrable skills that they have developed throughout the Challenge. (see list of skills at the end of this document)
2. Inform students that, because so much has happened during the time the Campus East Working Groups have been developing their Campus Plan, the President of the University of Millchester has asked all groups to re-convene in a nearby Lecture Theatre for a general de-brief.
   1. Students should leave the room and make their way to their designated lecture theatre. Your pack will include details of which lecture theatre students in your room must go to.
   2. There will be event staff in the corridors to direct students, but please lead them out of the room, and point them in the right direction.
   3. Encourage speed
   4. Students should take all personal belongings with them (they won’t be returning to the room).

**Possible Presentation Questions**

Questions will be presentation-specific, of course, and should ideally come from students Board Members. Listed below are some questions that you might draw on/adapt, if need be. Where appropriate, you could refer to the twitter feed – e.g. social media concerns re. congestion, environmental impacts, such as flooding.

* What will the press say? / What will the headline be in tomorrow’s Millchester newspapers/NWN bulletins?
* How might we justify your choice of sponsor(s) to the press/public?
  + If Norgas chosen:
    - How can the university justify being sponsored by an oil and gas company at a time when other universities are divesting from fossil fuels?
  + If Edible Express chosen:
    - How can the university justify accepting sponsorship from Edible Express amid social media protests about their use of zero hours contracts?
* Does your choice of sponsor(s) conflict with any of your chosen options?
* You’ve opted for a mid/high cost accommodation package:
  + (in light of this University’s commitment to encouraging students from all backgrounds to study with us) might this option exclude students from lower incomes?
  + (Why have you chosen this option given it will not accommodate our growth target of 2,000 additional students) where will the remaining students live?
* The road between Campus East and the City Campus is already congested. How would you respond to concerns about
  + Bike safety
  + Additional Traffic
* Have you provided enough/not enough transport facilities for the number of students?
* How would you respond to community concerns about visual impact of your (extensive) renewable energy installations?
* How will we market to international students?
* Academic staff might be reluctant to travel to Campus East to give lectures. How might we convince them?

**Skills Practised/Developed**

* Understanding of sustainability
* Real world problem solving
* Working in mixed disciplinary groups, with people who think differently to you, to tackle a complex problem
* Collaboration
* Communication skills
* Presentation skills
* Processed a lot of complex information from different sources, to arrive at recommendations
* Decision making , including compromising/prioritising
* Working against the clock

**Drinking Water Locations** (WF = Water Fountain)

|  |  |  |  |
| --- | --- | --- | --- |
| **Alan Turing** | | **Schuster** | |
| **Ground Floor** | WF Mathematics Atrium | **Ground Floor** | WF The Error bar |
| Cafe | WF Schuster Annexe |

|  |  |  |  |
| --- | --- | --- | --- |
| **Mansfield Cooper** | | **Simon** | |
| **Ground floor** | Coopers café | **Ground Floor** | Café |
| **1st Floor** | WF between lift and steps | **1st Floor** | WF in front of Doctoral Academy |
| **2nd Floor** | WF next to 2.02 | **2nd Floor** | WF in front of HR Office |
| **3rd Floor** | WF next to 3.06 | WF inside HR Office |
| **4th Floor** | WF next to 4.02 | **3rd Floor** | WF in front of 3.42 |
| Art History and Archaeology  common room 4.12 | **4th Floor** | WF in front of 4.40 |
| **Roscoe** | | **University Place** | |
| **Ground Floor** | Foyer – Drinking Water Tap | **1st Floor** | WF in front of toilets |
| **1st floor** | Toilet (F) 1.001 | **2nd Floor** | WF in front of toilets |
| **2nd floor** | Toilet (M) 2.7 | **3rd Floor** | WF in front of toilets |
| Accessible Toilet next to 102.5 | **4th Floor** | WF in front of toilets |
| **3rd floor** | Toilet (F) 3.16 | **5th Floor** | WF in front of toilets |
| **4th floor** | Toilet (M) 4.7 | **6th Floor** | WF in front of toilets |
| **Samuel Alexander** | | **Zochonis** | |
| **Ground Floor** | Aquaid Water Cooler | **Basement** | WF in front of B.002 |
| **1st floor** | Aquaid Water Cooler |  |  |
| **2nd floor** | Aquaid Water Cooler |  |  |

**Toilet Locations**

|  |  |  |  |
| --- | --- | --- | --- |
| **Alan Turing** | | **Simon** | |
| **Ground Floor** | In front of reception | **Basement** | Next to steps (M) |
| G1.102-4 | In front of B.57 (F) |
| **Mansfield Cooper** | | **Ground Floor** | Next to G.54 |
| **1st Floor** | 1.003 | **1st Floor** | In front of lift (M) |
| 1.004 | 1.35-6 |
| **2nd Floor** | 2.022 (F) | **2nd Floor** | In front of lift |
| 2.021 (M) | 2.18 (F) |
| **3rd Floor** | In front of 3.07 | 2.40-1 |
| **4th Floor** | In front of 4.03 | **3rd Floor** | 3.41-2 |
| **Roscoe** | | **4th Floor** |  |
| **Basement** | B3 B4 B8 | 4.39-40 |
| **1st Floor** | 1.001 (F) | **5th Floor** | In front of lift |
| **2nd Floor** | 2.7 (M) | **Stephen Joseph** | |
| **3rd Floor** | 3.16 (F) | **Ground Floor** | In main corridor |
| **4th Floor** | 4.7 (M) | **University Place** | |
| **5th Floor** | 5.044 | **Ground Floor** | G.201-2 |
| **Samuel Alexander** | | G.204 |
| **Basement** | Adjacent to Lecture Theatre | **1st Floor** | 1.103-6 |
| **1st Floor** | A109 (F) A110 (M) | **2nd Floor** | 2.221-2 |
| **2nd Floor** | A207 (F) | **3rd Floor** | 3.215-6 |
| **Schuster** | | **4th Floor** | 4.215-6 |
| **Ground Floor** | G.57 G.151-3 | **5th Floor** | 5.214-5 |
|  |  | **6th Floor** | 6.214-5 |
|  |  | **Zochonis** | |
|  |  | **Basement** | B.002 (M) |
|  |  | **Ground Floor** | G.023 (F) |

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**Transcript of ‘NorthWest News’ report about the University of Millchester’s announcement of plans for ‘Campus East’.**

**Headline: New Campus for University of Millchester**

**Newsreader:**

*The University of Millchester has announced plans for a new campus to the east of the city.*

*University of Millchester President, Professor Sam Barnes, spoke to North West News today about the proposed new campus, ‘Campus East’, which will be the next phase of the University’s ambitious growth plan.*

**Headline: University Unveils Next Phase of Growth Plan**

**Interview with Professor Sam Barnes: President of the University of Millchester:**

*Campus East is essential to the University of Millchester’s ambition to be one of the best universities in the world. It will enable us to accommodate our growing student numbers, to further develop our world class teaching and research facilities and to do our business in a more sustainable way.*

**Headline: Campus East Development Splits Opinion**

**Newsreader:**

*The new campus will be built on a large mixed green and brownfield site, to the east of the city centre. Local communities have welcomed news of a development likely to bring much needed jobs and investment to the area.*

*However, concerns have been raised about the location of the development on green space currently used by the local community for recreation, and the threats to local wildlife and biodiversity posed by such a large scale development. Some residents are also worried about the impact of large numbers of students moving into the area. Meanwhile, homeowners in nearby Halford have expressed fears that concreting over green spaces could increase the flood risk in areas downstream from the proposed site.*

**Vox pop Interview 01 (East Millchester Resident):**

*I’m a bit worried about the having lots of students moving into our neighbourhood. I’ve heard they can be really noisy and I’ve got young kids who need to get up for school in the morning.*

**Vox pop Interview 02 (East Millchester Resident):**

*I can see it’ll be good for jobs, but I hope they’ve thought about the knock on effects of chopping down trees and concreting over green space. I live in Halford, and we’ve had a lot of problems with the river bursting its banks these past few years. The last thing we want is more flooding.*

**Vox pop Interview 03 (East Millchester Resident):**

*I think it’s a good idea. People will just moan about anything all the time wont they, and I think if it creates more job opportunities and improves the transport links, because it’s pretty horrendous around here, then it’s a good thing.*

**Vox pop Interview 04 (East Millchester Resident):**

*So I think more jobs have to be good for the area, especially if they’re going to redevelop the old factory up there, but I am worried about the effect on the community because of the green spaces, particularly down by the river. That’s an important part of this community too.*

**Vox pop Interview 04 (Millchester Student):**

*I know the area quite well, because I am a part of a group of students who volunteer at the local primary school. The University and the Students Union already have good links with the community, so it’s a good choice of location for a new campus from that point of view.*

**Headline: Campus East to Benefit the Region and UK**

**Newsreader:**

*The Campus East development will be built in partnership with developers Greentree, who have welcomed the University’s decision to build the new campus as a fantastic opportunity for the city and region. A Greentree representative spoke to North West News earlier today:*

**Interview with Steve Dalglish: Greentree Developer**

*Greentree are delighted to be working with the University on what we believe is a flag ship project for Millchester. Campus East will be a centre for excellence, regeneration and will be a real benefit to the whole economic region.*

**Newsreader:**

*The University will finalise plans for the new Campus today, including decisions about the number of students it will accommodate, transport links and amenities. Responding to concerns raised by the communities affected by the proposed development, a spokesperson for the University emphasised that the university will work hard to understand the impact the new campus, and a corresponding influx of students, will have on the area, and promised to take community concerns into consideration.*

**Headline: Cities Can Do More to Reduce Emissions**

**Newsreader:**

*And finally, a reminder of today’s headlines.*

*As world leaders gather for the Climate Change Summit, which will review progress against the greenhouse gas emissions targets, the Global Sustainable Cities Alliance calls for a focus on helping cities to do more, and act faster, to reduce emissions.*

**[NorthWest News End Credits]**

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**Transcript of ‘NorthWest News’ report about Millchester response to Climate Change Summit challenge to cities to lead on emissions reductions.**

**Headline: Cities to Lead Fight Against Climate Change**

**Newsreader:**

*Our lead story tonight. World Leaders call for faster progress in response to climate change, and challenge cities to lead the way.*

*Millchester was among the first to respond to the challenge set by world leaders at the Climate Change Summit earlier today for cities to do more, and act faster to reduce greenhouse gas emissions and address the mounting impacts of climate change around the world.*

**Headline: Mounting Impacts of Climate Change**

**Newsreader** (continued)**:**

*Today’s developments come after the latest in a series of extreme weather events, which climate scientists predict will only become more frequent and intense if climate change continues unchecked.*

*Unprecedented floods, droughts and hurricanes have destroyed lives, and livelihoods, around the world, including here in the North West, and the most vulnerable, at home and abroad, have often been the ones to suffer most.*

*President Sarah Kovac, who chairs the Climate Change Summit, issued the challenge to cities in a statement earlier today.*

**Headline: Leaders Call for Urgent Emissions Reductions**

**News Conference Statement from President Sarah Kovac: Chair of Climate Change Summit:**

*This Climate Change Summit was called to review progress towards reducing global greenhouse gas emissions. Given the urgent threat to our planet posed by climate change, an effective and appropriate international response is needed to bring about deep reductions in emissions.*

**Headline: Cities Lead the Way**

**News Conference Statement from President Sarah Kovac** (continued):

*Today, 54% of the world’s population lives in cities, and that proportion is projected to rise to 66% by 2050. Our cities are centres of innovation and creativity. We recognize that, if we want to reduce emissions, cities are key. We have therefore committed to implement a range of measures designed to support cities to do more, and act faster, to reduce emissions and to respond to the impacts of climate change.*

**Headline: Millchester Responds**

**Newsreader:**

*The Mayor of Millchester, John Copley, has been quick to respond to the announcement from the Climate Change Summit.*

**Interview with John Copley: Mayor of Millchester:**

*Millchester is fully committed to working with cities around the world, and with local businesses and communities, to drive forward a progressive global sustainability agenda.*

*From today, we will accelerate our plans to meet, and where possible go beyond, global targets for reducing greenhouse gas emissions, whilst also adapting to the impacts of climate change.*

*This will include scaling up our existing sustainable transport plan, bringing forward the implementation of our green city initiative, and tightening planning regulations.*

**Headline: Green City Initiative Brought Forward**

**Newsreader:**

*The ambitious Green City Initiative was due to be implemented in five years’ time. Implementing it now will impose strict carbon caps on all new developments in the city. It will also bring forward the date by which existing public buildings and business premises will need to make sure they comply with the new carbon emission limits by retrofitting older buildings where necessary.*

**Headline: Oldcastle Says ‘Keep it in the Ground’**

**Newsreader:**

*In related news the University . . .*

**[Fade Out]**

**Skype Script: University of Millchester President**

**Call 1: President Introduces Task**

// Skype ringing tone – 10 seconds to allow time for all in room to hear //

Thank you for joining the Campus East Development Group. The Developers have provided us with a range of options for the new Campus, and I would like you to examine these options carefully before presenting your recommendations to the Board of Governors.

I’ve sent you a Campus East Development pack which should be with you now. It contains all the information you need to begin your deliberations.

Good luck.

**Call 2: President responds to NWN Film 2: Rio Summit and Millchester City Council**

// Skype ringing tone – 10 seconds to allow time for all in room to hear //

Hello, everyone. I assume you’ve already heard today’s announcement from the Climate Change Summit, and the Mayor of Millchester’s response. I wanted to talk to you because the changes the Mayor has announced will have an impact on the Campus East development in two ways.

Firstly, the decision to bring forward implementation of the Green City Initiative means we can expect a strict carbon cap to be imposed with immediate effect. My office is trying to find out what that’s likely to be for a development like Campus East. I’ll call again as soon as we have specific details. For now, please factor carbon costs into your deliberations.

Secondly, the tightening of planning regulations means that the City Council will not grant us planning permission unless we can show that we have factored the social, environmental and economic impacts of the Campus East development into our plans.

So, we must do all we can to minimise the environmental impacts of Campus East now, and into the future. We must also demonstrate that Campus East will make a positive social impact in East Millchester, and we should try to address the community’s concerns.

Finally, this is clearly an evolving situation, so it might be an idea to keep an eye on social media reactions during your deliberations.

**Call 3: President announces carbon cap and budget cut. Introduces sponsorship options**

// Skype ringing tone – 10 seconds to allow time for all in room to hear //

Hello, again. I’m calling to let you know we have just received confirmation of the carbon cap for the Campus East Development. It’s 1000 units of CO2, so you will have to make sure that your Campus East plans do not exceed that limit.

The new carbon caps will also apply to existing buildings, of course, so we are going to need to set aside funds to retrofit older buildings on our City Campus.

Meeting these unexpected costs is going to impact on the budget available for Campus East. Our accountants have done some work on the figures already, and they tell me we must cut the budget by 15/25%.

So, we are going to need to think creatively if we want to proceed with Campus East on the scale we’d hoped.

One option is to consider sponsorship. The University has been approached in the past by potential partners interested in sponsoring our new campus development. At the time the Board of Governors expressed concerns about the risks to the University’s reputation, and we decided not to go ahead. However, in the light of recent events, perhaps we ought to look at these sponsorship proposals again.

I’ll have the details sent over to you now, and would welcome your thoughts.

Please consider not only the economic advantages of the different sponsorship proposals, but also the other likely impacts. The Board of Governors will need to be convinced that the advantages outweigh any potential risks to the University’s reputation.

I’m sure you now have some serious thinking to do and I look forward to hearing the outcome of your deliberations.

**Call 4: 10 mins to presentations**

// Skype ringing tone – 10 seconds to allow time for all in room to hear //

Good afternoon, everyone.

I realise your presentation to the Board of Governors is due to start in 10 minutes. I’m expecting an urgent call from the Minister for Higher Education, so I’m afraid I may not be able to attend the Board of Governors Meeting myself. My fellow Board members will be present to listen to your recommendations, and I’m sure they will have plenty of questions for you.

Thank you for working so hard on plans for the new Campus. Recent events have made an already difficult task more difficult still, but I’m confident that your final recommendations will help us to move forward and realise our ambition.

Good luck.