



## Logistics for Open Space

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*Developed in the field by educators affiliated with NSRF.*

Put up long strips of paper on a large wall, forming a large bulletin board of sorts. Then picture making a grid in your mind. Put the time blocks down the left and right hand sides of the wall (9-10:30, etc.). Put the various room names across the top of the paper.

Put a post-it with the appropriate time block (9-10:30) written on it in each of the boxes on the grid (formed by the times across and the room names down). For example, in the box made by 9-10:30 and a room called Peachtree Suite, put a post it with 9:00-10:30 on it. In the box under that in the Peachtree Suite column, put a post-it with 10:30-12:00 written on it, and so forth.

Then make an identical grid next to the one just described, but without any post-its in the boxes formed by the columns. When a person announces a session, s/he goes to the first grid, chooses a room and a time, takes the appropriate post-it with the time written on it from the grid, puts the session name on the post-it, writes the session name in the place where the post-it was on the grid, and goes to the *second* grid and puts the post-it in the appropriate box. So, the second grid eventually looks like the first one did at the beginning, with all of the little boxes on the grid filled with post-its. Only now the post-its ALSO have the session names on them, in addition to the times.

You do it like this for a couple of reasons. In the end, you have two schedule boards...one with the post-its with the session names written on them in each box formed by the time slot/room name, and one with the session names written in the boxes. Also, taking the post-its from one grid and putting them to another makes it clear visually which rooms are still available during each of the time slots. You can also post the 8 1/2x11 pieces of papers (the ones people hold up over their heads when they announce their sessions) with the session name, name of the convenor, and a brief description of the session somewhere else in the room. People can sign up for their sessions on these sheets. Encourage people to sign up for more sessions than they can attend.