

Workshop Set-Up Checklist

Workshop Title:	BaFa BaFa: A Cross-Cultural Simulation
Location and Room Specifications:	You need two rooms close to each other - one big room for the entire group and one smaller break-out room. The big room should be set up in a large square. The break-out room should be pods.
Recommended # of Participants:	20
Contact Hours:	1.5 to 2 hours
Timing:	<ul style="list-style-type: none"> • 10 min. – Introductions • 10 min. – Review simulation instructions • 20 min. – Break out into cultures to receive instructions (handout), nametags, clips or clasps, and practice • 15 min. – Send observers to record for 10 min. and then debrief their group for 5 min. • 15 min. – Entire group interaction • 20 min. – Simulation debriefing
Other:	You need two presenters for this workshop

- ☐ Sign-in roster
- ☐ BaFa, BaFa set up:
 - ☐ Flashdrive with the three PowerPoint files for BaFa-BaFa culture workshop:
 - BaFa BaFa Simulation Instructions and Debriefing
 - The Alpha Culture
 - The Beta Culture
 - ☐ Print 10 copies of The Alpha Culture on yellow paper (Word document)
 - ☐ Print 10 copies of The Beta Culture on green paper (Word document)
 - ☐ Need 20 nametags: 10 that say “Alpha” in red and 10 that say “Beta” in blue
 - ☐ Make a blue wrist band out of blue paper. Bring tape to tape it on the Alpha leader’s wrist
 - ☐ 1 box of 100 small paperclips for Alphans
 - ☐ 1 box of 100 large paperclips for Alphans
 - ☐ 4 boxes of 25 binder clips for Betans
- ☐ Flipchart and markers to capture ideas during the debriefing
- ☐ _____

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