** IDDS Operations Worksheet**

**About the Venue**

Overview

This document is intended to provide guidelines to summit hosts about what sorts of facilities they should be searching for when identifying the venue of the summit (where participants will spend most of their time). The facilities may not be all in one place, but it is convenient when it is quick and easy to travel between them. In general, these facilities should be identified and reserved at least six months prior to the summit (a deposit may be put down, if necessary, and a letter of commitment obtained). It is strongly suggested that there is also one or two contingency plans, just in case. Some of these facilities will also be required in the communities, but the requirements are a bit more lax there (e.g. it will not be necessary to have a classroom with a projector screen, but you will want an open space to build in).

Accommodations / Dormitories Criteria

**Essentials:**

* Safe
* Close to the communities you’ll be working with
* Beds and bedding for each person
* Mosquito nets (in malaria regions)
* Space for all participants, organizers, and (preferably) special guests
* Bathrooms and showers or bathing facilities
* Toilet paper and soap inclusive in cost
* Laundry area (hand-washing is appropriate)
* Access to clean drinking water
* Common areas for community building: for smaller groups (less than 10) as well as the whole group
* Mobile phone and Internet access (not necessarily inside the building, but nearby)
* Nearby general store

**Helpful features:**

* Nearby clinic and/or police station
* Hot water
* Exclusive access (dormitory not shared with other groups or programs)
* Shared kitchens
* Back-up generator
* Fans
* Leisure activity areas (ex. volleyball courts)

Cafeteria Criteria

**Essentials:**

* Capacity for all participants. organizers, and guests
* Easy access to clean drinking water
* Preferably on same property or near dormitories and classroom
* Able to provide healthy variety of food (vegetarian options, non-veg options, halal options, etc.)

**Helpful features:**

* Large kitchen or back area with grilles or small stoves for cooking during international potluck night

Main Meeting Room Criteria

**Essentials:**

* Chairs and desks (enough for all participants)
* Projector screen
* Open spaces nearby for small discussion groups and meetings

**Helpful features:**

* Projector
* Tables
* Wireless internet access

Project Team Work Rooms Criteria

**Essentials:**

* Free from distractions
* Secured storage for papers and materials
* Permission to get them dirty
* Permission to use for the duration of the summit, with lock and key

Workshop(s) – if prototyping Criteria

**Essentials:**

* Secure storage space
* Welding facilities
* Metalworking tools
* Scrap materials
* Access to materials / suppliers

**Helpful features:**

* Casting facilities
* Electronics fabrication facilities
* Safety glasses
* Welding masks
* First aid kits

Organizer Office Criteria

**Essentials:**

* Printer
* Places to store paperwork
* Big enough for all organizers to meet in
* internet access

**Helpful features:**

* Photocopier

About the Selected Venue

**Name of Venue:**

**Do they have a website? If so, please list here:**

**Where is it located?**

**How will participants and organizers transport to and from the summit venue?**

**What dates is the venue booked for?**

**Are the dorms, cafeteria, classrooms, and workshops located in the same place? If not, please list here where they will be and what the transport will be like to get from each location.**

**How can participants, organizers, and guests get to and from the airport or bus station to the venue?**

**If the venue is full, where else can guests stay?**

**Who from the organizing team should guests contact about their arrival to the summit and what is their contact info?**

Financial Information

**What is the total cost of the venue for the summit? When and how much do they expect for a down payment?**

**How much is the cost per participant?** (Note: Most IDDSs try to stay in the range of 20-25 USD/person per day for room and board).

**How and when do people pay for their stay at the venue?**

**If someone wants to stay longer at the venue, who do they contact and how would they pay for that?**