FEDERATION OF AMERICAN SCIENTISTS

ARPA-I National Listening Tour
Workshop In a Box (WIAB) Guide

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1. How to Use This Workshop In a Box (WIAB)

Overview

The Advanced Research Projects Agency - Infrastructure (ARPA-I) is a new Congressionally designated agency within the U.S. Department of Transportation (USDOT) tasked with funding high-risk, high-reward next-generation technologies that have the potential to revolutionize America's transportation infrastructure systems.

In June 2023, ARPA-I announced a National Listening Tour to convene leading researchers, entrepreneurs, companies, and other transportation innovators and

initiate a dialogue to ensure that ARPA-I reflects the priorities and capabilities of transportation and infrastructure R&D stakeholders across the ecosystem.

This WIAB is intended to support the planning and execution of Workshops hosted by ARPA-I partners and ecosystem stakeholders to educate their networks on the ARPA model and advanced research thinking and design methods. To use this WIAB, review each section below and follow the instructions provided should they align with your own objectives for your Workshop. Where applicable, templates have been provided for use in planning. Additionally, the "Slides and Content Development" section provides near-finished-product slides, talking points, and facilitator guides for the Workshop itself. A copy should be made for each of the documents linked below as they are not editable.

Please note that all templates and instructions are intended to make this effort as simple as possible for you to deliver, but you are encouraged to adjust any of the language or content to meet your needs.

Workshop Objectives

The objectives below are those that were envisioned for the ARPA-I National Listening Tour Workshops hosted at partner organizations around the U.S. in collaboration with the U.S. Department of Transportation and the Federation of American Scientists. The content in this WIAB is structured around these goals.

- *Ecosystem Building:* Foster a diverse community of ARPA-I builders, partners, and researchers and help them understand how they can play a role in ARPA-I's mission.
- *Education:* Educate the transportation infrastructure community in the art of advanced research program design, and ground them in the opportunities and challenges that ARPA-I may consider addressing.
- *Problem and Opportunity Identification:* Tap into the collective knowledge of our country's transportation infrastructure experts and stakeholders to better understand the problems ARPA-I is uniquely suited to address, along with forming initial hypotheses for how to do so.

Workshop Design

This WIAB is built around a 3-hour version of the Workshop you participated in. An agenda showing the various sessions included in this 3-hour version can be found below.

15 minutes	Welcome and Opening Remarks	
20 minutes	Introduction to the ARPA Model	
30 minutes	Introduction to Advanced Research Thinking and Design	
10 minutes	*Break*	
25 minutes	In breakout rooms (if more than 30 attendees)	Future Visions
25 minutes		Identifying Problems
10 minutes		*Break*
25 minutes		Finding Opportunities to Address Fundamental Problems
25 minutes		Project Outlining
15 minutes	Reflections	
10 minutes	Closing Remarks	

2. Planning

Timeline

- Establish a timeline with to-dos for Workshop planning
    - For a 3-hour Workshop, we suggest planning a minimum of 4 weeks in advance
- Event Planning Timeline Template

Staffing

Consider building a roles and responsibilities matrix that outlines the parties and partners responsible for key roles. Individuals or partner groups may take on more than one role. Potential roles include those described below.

Role	Responsibilities include:
Project Manager	• Setting clear goals and objectives, agenda development, and the timeline for the event • Overseeing the planning process and coordinating with the team to ensure tasks and deadlines are clear • Creating participant, speaker, and moderator invite list • Coordinating post-event wrap up
Participant, Speaker, and Moderator Coordinator	• Preparing participants by developing pre-work and materials for the event in collaboration with the content expert • Preparing speakers with talking points • Preparing moderator with run of show and facilitation guide • Sending and tracking invitations
Content Expert	• Providing insights for the material that should be covered and developed during the Workshop • This will likely be the individual who attended previous ARPA-I National Listening Tour Workshops
Venue Coordinator	• Researching venues, booking the space, and ensuring space, AV, and accessibility needs are met • Coordinating food and beverage
Materials Coordinator	• Purchasing, accounting for, and transferring all necessary materials to the event space. • Materials may include all the items listed below
Communications	• Media engagement • Graphics, posters, and digital art for the event

Invites

- It is important to send invitations and/or save the dates ASAP. For this Workshop, an email and calendar invite would work best.

    - Email and calendar invite template
- It is helpful to keep track of invites that have been sent, back ups, and RSVPs in a tracker → Invitation RSVP tracker template

Venue

- Based on the number of participants, budget, and physical space needs (conference rooms, large convening area, breakout sessions, kitchen, etc.) decide on a list of potential venues
    - If there are less than 30 participants, plan for one large room instead of breakout rooms
    - If there are more than 30 participants, plan for a larger convening space and smaller breakout spaces
- When considering venues, consider wall space to stick chart paper and spacious tables conducive to participant collaboration
- Consider audio/visual needs when choosing a space - you will be using slides throughout so both the main room and breakout spaces (if applicable) should have necessary technology to present slides

3. Pre-Workshop Materials and Programming

Participant Pre-Workshop Assignment

- This document is a key opportunity to source ideas and begin the community-building process. In the past, pre-work has included the following:
    - A live document, a prompt for participants to add bios, important updates about themselves, ideas, etc.
    - Having a collaborative document is an effective way for participants to begin brainstorming independently and learning about each other before the event
- Pre-Workshop assignment template

Pre-Workshop Briefing Document

The briefing document serves as a preparatory tool for participants attending the Workshop. It aims to provide essential background information and an assignment to help attendees familiarize themselves with the Workshop's objectives and contribute to productive discussions during the event.

- Briefing document exemplar

4. Slides and Content Development

ARPA-I WIAB Slides - 2024 (MAKE A COPY)

5. Logistics Prep

Run of Show

- You should have a minute-by-minute schedule and run of show for the day's events. Helpful information to include:
    - Reference materials
    - Slide placement
    - Action and cues
    - Room numbers
    - Locations

Facilitator Prep

To prepare facilitators, use this guide ARPA-I WIAB Facilitator SLIDE Guide (MAKE A COPY) and review the talking points for each slide.

Materials Prep

Consider creating a pack list of all the materials you will need the day of the Workshop to ensure all necessary materials are purchased and on site for the event. When finalizing the materials list, make sure to add the quantity for each item including the number of copies for printed materials.

Materials to consider including:

- Food and drink
    - Water, coffee, snacks, and lunch (if applicable)
- Check-in materials
    - Copies of run of show for staff
    - Name tags

    - Printed agendas
    - Check-in table roster
    - Blank name tags in case of misspelling
    - Pens and markers
    - Stapler and staples
    - Signage from entrance to check-in, check-in table to main room and breakout rooms
        - If the space is difficult to navigate, consider adding a map with restrooms and rooms labeled to the agenda
- Breakout sessions
    - Worksheets: these worksheets are meant for participants to use in their groups and independently to track their outputs. Facilitators will know when to prompt participants to use the sheets from notes in the Facilitator Slide Guide and in the Workshop slides themselves.
        - Group worksheets
    - Printed slides (in case of tech issues)
    - Breakout room moderator guides
    - Signage for breakout room names (if multiple breakout rooms are necessary)
    - Table numbers (if more than 3 tables)
    - Markers
    - Sticky notes
    - Chart paper
    - Tape/push pins/magnets (depending on the walls in the room you may need different items to hang chart paper to the walls)
- Tech
    - Laptops for main room and breakout rooms
    - Adapters
    - Chargers
    - HDMI cords

Final venue checks

- Provide and check room set-up map for venue
- Ensure food plan, delivery, and placement is confirmed (if applicable)
- Accessibility checks:
    - Visual Accessibility
        - Use large and clear fonts on slides or visuals to aid participants with visual impairments.

        - Ensure adequate contrast between text and background colors for better visibility.
        - Provide closed captions or subtitles for videos or multimedia content.
        - Use descriptive alt text for images or graphics, allowing participants using screen readers to understand the visual content.
    - Hearing Accessibility
        - Use a high-quality sound system with clear audio output to facilitate understanding for participants with hearing impairments.
    - Mobility Accessibility
        - Arrange seating and physical setup to accommodate participants who use mobility aids, such as wheelchairs or walkers.
        - Ensure that pathways and entrances/exits are accessible and free of obstacles.
    - Cognitive Accessibility
        - Keep presentations or visuals simple, with clear organization and minimal distractions.
        - Speak clearly and at a moderate pace to aid comprehension.
        - Provide written handouts or summaries of key points for participants who may benefit from additional support in processing information.