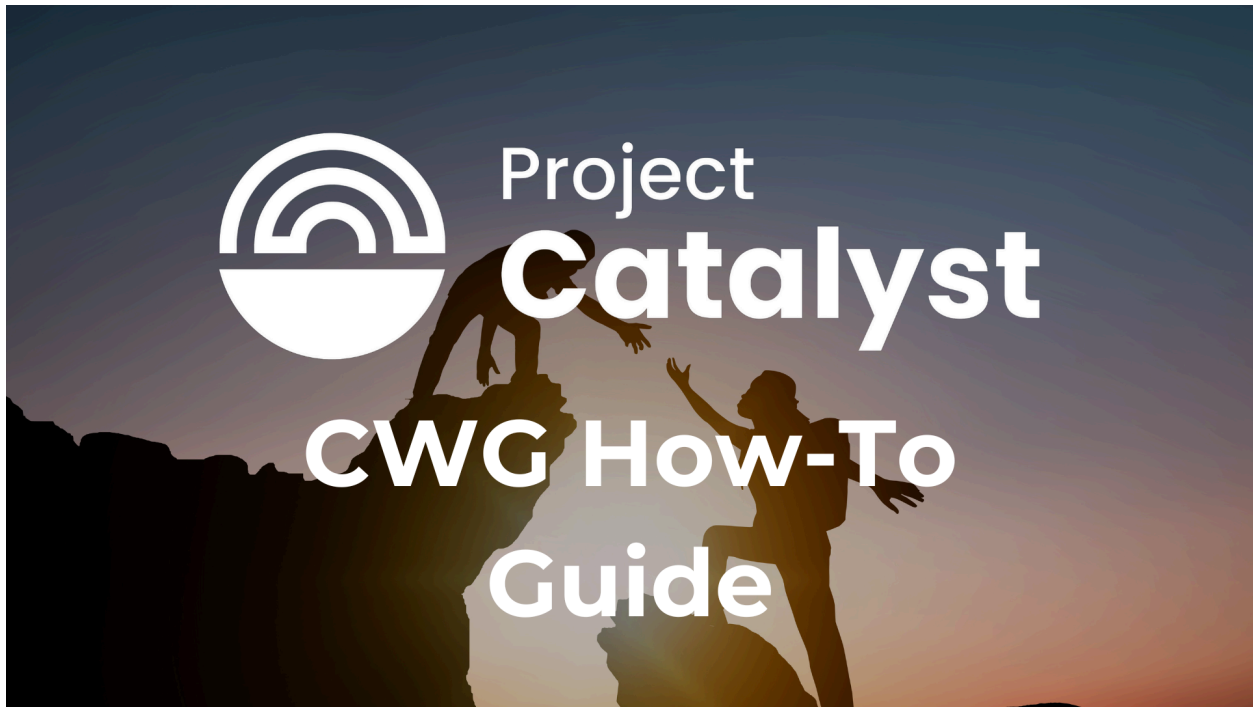# CWG How-To-Guide

This document will help hosts run Catalyst Working Group (CWG) Workshops.

Follow along and see how all of the information comes together for your successful Catalyst Working Group workshop!

Main Content:

GitBook:

- https://catalystwg.gitbook.io/docs

The Gitbook is the place with all the information about the CWGs. This information will be updated throughout the process and will be the place to find updates on all individual events and outcomes from the workshops.

Playbook:
- **https://catalystwg.gitbook.io/docs/v/playbook**

The Playbook is the place where you can get an entire overview of how the CWGs work and the overall goals. This is a central place to get a better idea of how the working groups will progress, and resources to help enable a thoughtful and impactful event.

Facilitation Guide:

- **https://catalystwg.gitbook.io/docs/v/facilitation**

The Facilitation Guide is to help the facilitation team put on a successful workshop. This is where resources just for facilitators can be found. There is also content to help with facilitation best practices.

Workshop Outline:

- **https://catalystwg.gitbook.io/docs/v/outline**

The Workshop Outline is to help give participants and hosts an in-depth overview of the CWG workshops. There is information on how to prepare for the workshops and the responsibilities of facilitators. Agendas for both in-person and online workshops can also be found in the outline. In the outline, you can also find information on post-workshop activities.

CWG Outputs:

- **https://catalystwg.gitbook.io/docs/v/outputs**

In the CWG Outputs section, you can find information on plans with the outputs of the data for the CWGs, and what the CWG Leadership team will be doing for their analysis. You can also find information connected to all individual CWGs and the individual outputs from the community work.

Workshop Supporting Documentation

Slide Decks:

Slide Deck Overview:
- **SOON**

The slide deck overview is to help guide the host team through the slide decks, and help them know which parts of the slide deck line up with specific agenda items. Each slide deck is for a specific CWG focus area.

Catalyst Strategic Funding Priorities
- **SOON**

Catalyst Operating Parameters
- **SOON**

Catalyst-Funded Project Incubation and Acceleration
- **SOON**

Miro:

How to use Miro:
- **https://docs.google.com/document/d/1_QZIO1OOVhAbSE8Z1fWl4HXNYp_MPJPOf BKHn-FNmRE/edit?usp=drive_link**

The How to use Miro doc helps the host team know the flow of the miro board, and the ins/outs of how it works. The Board is set up in steps. These steps are outlined in this document. There is a different Miro board for each CWG focus area, and are separated by in-person and online.

If you need to translate the board we can share a download link for each one, or give you access to make a copy.

Both In-Person & Online CWG Miro Boards Can be found at the Gitbooks Outputs Page.

- **https://catalystwg.gitbook.io/docs/v/outputs**

These can be found under each CWGs card. To get into the Miro you use the password (**catalystwg2024**).

Make sure to keep it private until the workshop. If you want to keep it private and just share the guest link with your workshop participants.

Mini Working Groups Content:

Mini Working Groups Guide
- **https://docs.google.com/document/d/1P3yjoIlc7slewzSAebUyuhkSzT7nXNc-GS8E 2Hhk-7g/edit?usp=drive_link**

The Mini-Working Group Guide is to help with the facilitation of the Mini-Working Groups. This will help the host of the workshop get a deeper understanding of how the activities work. It will also alow the lead of each mini-working group to help with the flow of the activities.

Supporting Catalyst Historical Data

The Historical Catalyst Data is to help with the analysis of each Mini-Working Group. This data is to help answer the question set for each individual focus area. There is data that is connected to the specified focus areas.

Catalyst Strategic Funding Priorities (Data)
- **SOON**

Catalyst Operating Parameters (Data)
- **SOON**

Catalyst-Funded Project Incubation and Acceleration (Data)
- **SOON**

Host-Only Resources:

Workshop Overview Slide Deck:

- 🟨 CWG Orientation

The Workshop overview slide deck was presented at the orientation sessions. This is to give the facilitators a good idea of how the workshops may be run.

Host Checklist:
- 🔵 Project Catalyst Working Group Host Checklist

Hosts Role Check List:
- 🔵 **CWG Checklist Lead, Scribe, Data Collector**

The Host checklists are to help the hosts make sure they cover all bases before, during and after workshops.

Marketing & Media:

Marketing and media content is to help a host team promote the event to create some hype and get people to sign up for your workshop.

- Online:
  https://drive.google.com/drive/folders/1nXFrp8hPVClW_7AkzCILEitg4YcRjIyI?usp=drive_link
- In-Person:
  https://drive.google.com/drive/folders/1SbowliTLPr8FOHqmeF_uhDOOW9aPkeFb?usp=drive_link

Host Evaluation:
- https://drive.google.com/drive/folders/1f81kHwoX1rnHymSz8b1Dq_a_K40xnc5b?usp=drive_link

The Host Evaluation doc helps each host with their evaluation of the workshops. We suggest that the scribe uses this document to capture notes and the outputs of the workshops.

PDF Documentation:
- SOON

We have created PDF documentation of the Playbook, Facilitation Guide, and Workshop Outline so that this content can be easily translated and in-person copies can be made.