

Preparing your launch speech

The first minutes of your workshop are important and they start as soon as the participants walk through your door. Here are a few tips on how to prepare the room and welcome participants to create a warm and friendly space where everyone feels relaxed and safe. Allow time to introduce your workshops and the setting in which they are taking place. The participants will feel more involved afterwards if they understand why they are here and what they are about to do. This is also the first bond of trust you will build with them. So pay attention and pick out suggestions from this sheet that may be useful to you.

PREPARE THE SPACE AND THE ROOM

① Checking the radio equipment

Prepare the recording equipment (recorders, cables, mics, etc.) beforehand. Don't forget to bring batteries and empty SD cards. On the workshop day, lay out the radio equipment on a table:

- Connect the cables, mics and recorder together.
- Connect the headset to the recorder.
- Check that the SD card is empty and that the recorder has battery power.
- Make a test recording. Listen to it to check that the equipment works.



② Preparing the space and welcoming the participants

To make the space warmer and more welcoming, we advise you:

- to leave a corner with food and drinks for the participants.
- to play music before the workshops and during the breaks.
- to place your seats in a circle. This way everyone has a similar place and there is no demarcation between facilitators and participants. Everyone can see and hear each other.
- Prepare the radio equipment on a table in the centre or outside the circle, depending on where the technician will be placed.

When participants enter the room for the first time, take time to say hello and ask them a few questions. If there are several facilitators: one of you can focus on welcoming participants when the others finish the preparations.

Finally, the preparation of the place and the welcoming can also be done with the participants (shopping, tidying up, etc.). Feel free to include the first people to arrive at your workshops!

LAUNCHING SPEECH

③ Welcoming

Sit in a circle and welcome all participants.

④ Presentation of the project, content of the workshops and objectives

Introduce your association or organisation and, if there is one, the overall project in which the training is taking place. Then, give a quick description of the training, indicating its objectives.

A collaboration that tends towards horizontality implies transparency and clarity about the intentions, the context and the framework of the work.

⑤ Introduce yourself, situate yourself

* Each individual is partly characterised by social traits indicating their belonging to groups or categories. These may include for example: gender, sex, social class or racial categorisation. Social identity will allow you to situate yourself in a system, i.e. to place yourself in society.
(refer to page 11)

Take time to introduce yourself, explain your background and why you are proposing this workshop. Talk about your personal bond to radio. This is a key step to create a feeling of trust and reciprocity with the participants. It will be easier for people to open up and be vulnerable if they know who they are talking to.

You can also present the different characteristics of your social identity, i.e. situate yourself. In this way, you can make your subjectivity and the biases that may appear in the training explicit. This will also allow you to express the power relationships that may exist between you and the participants; by your position of facilitator, but also by some characteristics of your social identity.

Give time to participants to ask you all the questions they may have.

⑥ Give the framework for the workshop and for dissemination

Precise the framework of your workshops: for example, the type of space proposed, the teaching used, the relevant rules for you, etc. Indicate where the sound extracts you are going to record together are broadcast (shows, podcasts, etc.)

⑦ Communicate the programme and confirm the schedule with participants

Hand out the programme for your workshop or training. Put a copy in the room so that the group can also be responsible for time. Appoint “timekeepers” to remind people of the start and end of breaks. Check that the times for lunch breaks and the start and end of workshops are OK for everyone. You can also hand out a list of places to eat or offer a joint meal.

⑧ Photos, videos and sound recording, attendance sheets

If you want to take photos or film, check that everyone is OK. We advise you to get permission slips signed beforehand. Also ask other participants to not take photos without people’s consent. If you are making a collective safety charter, you can add it at this time.

⑨ **Phones** You can ask participants to look at their phones as rarely as possible and to put them on silent mode. Feel free to point out that this fosters listening and attention.

⑩ **Thanking** Thank everyone for attending your workshop!

⑪ **Welcoming diversity** You can take time to explicitly welcome the diversity in your group. This means naming the social differences in the room, so that everyone feels recognised and fully accepted in their identity. Here is an example of 'welcoming diversity' from one of our radio workshops in Paris related to gender and sexuality issues:

“Thank you to all the women who are here. There are women between eighteen and thirty years old. There are migrant women, French women. Racialised women, white women. I imagine that there are different social classes, spiritualities, religions, sexual orientations. I imagine that we may have a different relationship to the body, to health, to sexuality, to gender. And beyond our social identities, we all have our own experience, our own knowledge, our own complexities. Welcome to the differences present in this group.”