

## OPEN SPACE TECHNOLOGY OST

Cold Design Strategy & Entrepreneurship Course 2019

Aim: to create inspired meetings and events.

### PRINCIPLES

the guiding principles are:

1. whoever comes are the right people
2. whenever it starts is the right time  
— creativity and creative insights rarely happen on demand
3. whatever happens is the only thing that could happen  
— let go of your expectations and work with what ever unfolds
4. when it's over, it's over  
— if you find a solution in 20 minutes, move on to the next question, or group. If it takes 2-3 hour, keep the conversation rolling

remember the law of two feet

— if you are neither learning or contributing to a session  
do not feel obliged to stay. Join another session where you  
feel more inspired

### PROCEDURES

1. theme 'DESIGN IN ENTREPRENEURIAL PROCESSES & PRACTICES'

overlying objective:

2. facilities
3. invitation
4. briefing (opening session)
5. agenda setting
6. marketplace
7. news room
8. reporting (closing session) incl., final remarks and recommendations

## PROCESSES

Enablers for a successful OS working session

passion is bounded by responsibility.

the task to be undertaken is complex, abstract, and open to interpretation.

the people, concepts and ideas involved are diverse.

there is a passion for resolution.

the potential for productive conflict is high.

the issue, opportunity and/or obstacle is urgent.

Inhibitors to an effective OS working session

the course of action has already been decided on.

someone wants to control or dominate the OS workshop.

space invaders are allowed to dominate the proceedings.

there is insufficient time allocated.

the venue is unsuitable.

the facilitator is inexperienced (e.g. trying too hard)

there is inadequate follow-through after the event

## MOTIVATION

The OST working process is founded on fundamental theory of motivation which is based on the premise that people tend to be motivated when ...

they are involved

they can participate in decision-making

they are allowed to think for themselves

they are kept informed of relevant information

they have sufficient responsibility and authority

they feel their work contribution is recognised, respected or valued

they have sufficient incentive i.e. challenge, reward and respect

## **WHAT CAN BE EXPECTED FROM THE OST PROCESS?**

The following results can be expected from an effective OS working process:

1. All of the issues that are MOST important to the participants will be raised.
2. All of the issues raised will be addressed by those participants most qualified and capable of getting something done on each of them.
3. In a relatively short period of time (one-to-three days), all of the most important ideas and concepts, discussions, recommendations, conclusions, questions for further study, and plans for action will be documented in one comprehensive report -- finished, printed and in the hands of participants when they leave.
4. When appropriate and time allowing, the total contents of the report document can be focused and prioritised in a matter of a few hours, even with very large groups.
5. After an event, all of these results can be made available to an entire organisation or community within hours of the event (via e-mail), so the conversation can invite every stakeholder into implementation.
6. Results can be planned and implemented faster than any other kind of so-called "large-group intervention." It is possible to accomplish in hours, days and weeks what some other approaches take months and even years to do.

## **FACILITIES AND EQUIPMENT REQUIREMENT**

main meeting room

one room of sufficient size to accommodate all participants 50-60?  
adequate number of chairs according to the # of participants arranged in a circle, or in concentric a form according to the size and shape of the room e.g. two rings, three rings etc. (remember to leaving a gap every 5-10 places).

one large blank wall which is assessable by all participants

two large flip charts + stands (incl., 3-4 black, red, blue, green markers)

one packet of blue-tack

+ one computer + projector (with suitable software e.g. power-point);

## **BREAK-OUT ROOM**

for every 10-15 participants ...

one break-out room for each parallel working session

15 chairs placed in a circle, or in concentric circles e.g. two rings

one flip chart + stand (incl., one black, red, blue, green marker)  
(+ one white board if possible, but not essential).

+ suitable amount of coffee, juice, water + cups, glasses etc.

## **NEWSROOM**

for every 20-30 participants ...

one computer, one printer + paper + general or shared  
e-mail and photocopy facilities.

## OST SCHEDULE

Day / Month / Year

1. 0:00—00:00

### **OST Briefing and Agenda Setting**

Introduction to Open Space Technology OST:  
principles, procedures and processes

2. 0:00—00:00

### **Marketplace Session**

3.

### **Simultaneous Break-out Sessions**

Lunch Break

Simultaneous Break-out Sessions  
continue

4.

### **Documentation for Presentation**

to Group at large

5 00:00—00:00

### **Reporting to Group at large.**

discussion, further questions and comments  
Incl., final remarks, instructions for post reporting  
documentation

6.

### **Publishing / Distributing Reports**