

Engage with Space Toolkit

Space Unconference Activity

This toolkit was developed by Ars Electronica with the support of Science Gallery at Trinity College Dublin, Ciencia Viva and Leiden University.

spaceEU project has received funding from the European Union's Horizon 2020 Framework Programme for Research and Innovation under grant agreement No. 821832



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Introduction

About the spaceEU Engage with Space Toolkit

Space science is a rich and powerful tool in science education, as the excitement of space can open doors to reach new audiences and engage young people in STEAM. Humankind shared fascination with space can encourage young people to follow STEAM related careers while inspiring and broadening their minds. Engage with Space toolkit is a ready-to-use digital collection of space centred activities with a specific focus on girls and underserved communities. These activities encourage and help schools, youth centers, museums, universities, NGOs and informal learning spaces to bring together students, families, space professionals, their communities and more to engage them with the wonders of space.

The spaceEU Engage with Space Toolkit is comprised by:

Step into Space Exhibition

Step into Space exhibition consists of three flexible modules which allow to build a regional connection and engagement. The exhibition looks into how space exploration has been an intrinsic part of our lives, contributing to new technologies we use here on Earth, assists us in thinking about how to protect our planet, and inspiring us to think outside the box and to cooperate.

The architectural design allows you to adjust the exhibition to your needs; space and content wise. You can find graphic templates and detailed handbook about how to build the exhibition here and in the download section of spaceEU. We encourage you to invite and collaborate with local artists who can contribute to the exhibition.

Modules

- What We Made from Space
- Through the Lens of Space
- A Creative Space

Engagement & Education

The Engage with Space Toolkit presents detailed instructions for implementing spaceEU engagement formats. The formats presented here are trialed and tested, which doesn't mean they can't be modified to best suit local contexts. Engage with Space offers in detail one way to implement spaceEU engagement formats and we highly encourage you to adapt and adjust these formats to your needs. You know your audience and local partners the best!

The formats aim to reach two main target groups and can partly be combined and integrated in the exhibition.

Children and Youth

- Space in the Classroom
- space4youth
- space4youth Open Call
- Open Space Lab (integrated in the exhibition)

General Public

- Space Café
- Citizen Space Debate
- Space Unconference

With the exhibition and the engagement programmes the spaceEU project address the following objectives:

- We aim to inspire young people with space topics and encourage them to consider careers in the space sector.
- We want to celebrate the accomplishments of European space science and demonstrate how European society benefits from the space sector.
- We plan to highlight past and present contributions by women and minorities to the advancement of the space field and promote a diverse and inclusive space sector.

Find the complete spaceEU Engage with Space Toolkit at www.space-eu.org/toolkit.

About spaceEU

spaceEU (www.space-eu.org) encourages young people to choose careers in science and technology on the one hand and stimulates a sense of European and global citizenship on the other. An exhibition and a wide range of engagement programmes use the excitement of space and the beauty of the Earth in order to convey these stories. Our main target audience are youth and families with a specific focus on girls and youth from underprivileged communities as well as professional stakeholders.

Space Unconference Activity

Overview	
<p>Description</p>	<p>Informal gathering of researchers, specialists from the space sector, university participants and school teachers or general public interested on the subject (Space in this case) in which participants co-create the programme of the conference as it goes along, in the form of talks, debates and practical sessions. In other words, there are no spectators, only participants.</p> <p>After welcome session and one or two sessions done by experts, who wants to discuss a topic can propose to give a lecture or open a debate. This is done on a flipchart with topic, time and room. People interested in the same topic writes his/her name under the topic.</p> <p>A unconference should have at least one host or facilitator. His or her role is to provide/guarantee the space, time and the structure of the event.</p>
<p>At a glance</p>	<p>Target Group: Researchers, specialists from the space sector: university, industry. Students and school teachers. General public interested on the subject.</p> <p>Age: +14</p> <p>Number of Participants: More than 20, less than 100.</p> <p>Duration of the activity: Half a day - full day.</p> <p>Organization time: To coordinate and promote such even it's necessary 3 or 4 months.</p> <p>Materials: 1 flipchart board/markers Stickers/post-it Pens Drinks and snacks</p> <p>Place: 4 or 5 rooms to allocate participants. 1 auditorium.</p>

	<p>Promotion: Yes</p> <p>Costs: The costs depends on having only snacks or lunch.</p>
Goals and Objectives	<ul style="list-style-type: none"> • Citizens mobilization to contribute to science and research with their real needs, expectations and ideas. • Innovative and effective way of transferring knowledge with a positive impact both on research and on civil society.

Preparation	
Personnel	<p>Staff involved: 1 host or facilitator - to manage the space, time and the structure of the event. 1 coordinator 1 or 2 experts 1 IT audio assist Several assistants, at least one per room.</p>
Step by Step	<p>1. Choose a relevant and engaging topic Decide number of participants. Find out about stakeholders. Prepare documentation and communication contents (for website, social media, etc.).</p> <p>2. Invite the experts (no more than 3 if the unconference is all day) (1 expert/group) Experts and specialists should be diversified and representative of different points of view and institutions.</p> <p>3. Find place The place to do this event must 4 or 5 different rooms to allocate the participants and an auditorium. Take care of logistics (catering, practicalities).</p> <p>4. Communication and promotion Open registrations and promote the event in website facebook and other platforms.</p> <p>5. Sponsors: Sponsors can be a real plus, they can cut costs for venue, catering, promotional material etc.. Many Space Unconference events have been held at sponsored venues, so event costs are</p>

	kept to a minimum.
Documentation	For taking pictures or recording its better ask proper authorizations. Supporting documents or videos to introduce the topic.

Day of the event	
Set up	<p>Make sure that the participants know the time they need to register and the time the talks start.</p> <p>Make sure the catering or the snacks are ready.</p> <p>Make sure the photographer has all the instructions to record the best possible shots.</p> <p>Make sure volunteers are distributed in their respective positions (e.g. registration desk, welcoming invited experts, directing participants, etc.)</p> <p>Make sure the flip chart board/markers and Stickers/post-it are in a visible local so every participant could see.</p>
Presentation < 5 minutes	<p>Make sure there is a presentation welcoming all the participants and summarizing what the event is about and that it depends mostly on what the participants make of it.</p> <p>After the welcome session and one or two sessions done by experts, who wants to discuss a topic can propose to give a lecture or open a debate. This is done on a flipchart writing topic, time and room.</p> <p>Invite participants to write on the flip chart the subject for discussions as soon as possible and make a register for topic, room and timetable.</p>
Documentation	<p>Register all activities participants held.</p> <p>Make sure photographer has all the instructions to record the best possible shots.</p>
Conclusion	Host thanks all participants and invites them to give feedback by providing an e-mail address.

Wrap-up

Thanks	E-mail thanking the participants.
Follow up	Resume all the topics and send them to all the participants. Publish them on website of the event

Recommendations	
Experts	Strive for gender balance. Enrol experts from diverse cultural backgrounds.

Intellectual Property: Ownership of Toolkit

All contents relating to the spaceEU exhibition 'Step into Space' and educational program 'spaceEU Activities' developed by the parties under the terms of the spaceEU agreement shall be jointly owned by the spaceEU consortium, unless otherwise stated. Utilization of any Joint Ideas/Deliverable beyond the scope of this toolkit shall be negotiated reasonably and in good faith by the parties hereto and shall be subject of a separate written agreement.

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