

Engage with Space Toolkit

Space Café Activity

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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 Café Activity

| Overview | |
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| Description | Space Café is a variation of a Science Café, a short, engaging, enlightening and informal talk in which one or two experts present a current research, innovation, policy or space related design topic followed by informal discussion with a small audience in a relaxed atmosphere over a drink (coffee, tea, refreshments). |
| At a glance | <p>Target Group: Citizens interested in space and different stakeholders. Groups should be formed with people with different backgrounds, ages, genders and points of view.</p> <p>Age: + 14. In particular, adults.</p> <p>Number of participants: 20 - 50</p> <p>Duration of the activity: 1h30 - 2h00</p> <p>Organization time: 1 - 2 months</p> <p>Materials and Tech: Microphone Flipchart + markers Computer + projector + beamer (optional) Pens and paper</p> <p>Place: Pleasant place with a relaxed atmosphere that allows to have an informal talk and taking notes while having drinks and snacks.</p> <p>Promotion: Yes Make a communication plan</p> |
| Goals and Objectives | <p>Goals:</p> <ul style="list-style-type: none"> • Enable the dialogue between citizens and experts. • Promote the dialogue between several stakeholders with possible different points of view. |

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| | <p>Objectives:</p> <ul style="list-style-type: none"> • Participant awareness for different points of view. • Better understanding of space. • Gap between experts and public reduced. • Improve dialogue and trust. • Contact networks between different stakeholders. <p>Optional:</p> <ul style="list-style-type: none"> - Set of recommendations obtained; - Short report on the citizens thoughts about the debate |
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| Preparation | |
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| Personnel | 1 coordinator 1 group facilitator per group 1 expert per group 1 IT and audio assistant 1 – 3 assistants |
| Step by Step | <p>1. Choose the topic Choose a relevant and engaging topic. Define the goals of the debate. Identify stakeholders. Prepare documentation and communication contents (for website, social media, etc.). Decide number of participants.</p> <p>2. Invite the experts (1 expert/group) Experts should be diversified, gender balanced and representative of different points of view and institutions. Choose one or two experts to open the space café with a short, enlightening and engaging 5 minute talk.</p> <p>3. Find place Find a nice place with a relaxed atmosphere that allows to have an informal talk and taking notes while having drinks and snacks. The room must be big enough to sit groups around tables. Take care of logistics (catering, practicalities).</p> <p>4. Communication Promote the event, send the invitations and try to reach your participants directly. Provide a clear and simple way of registration (e-mail, electronic forms or event platform). Look for diversity in the participants.</p> <p>5. Train the team</p> |

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| | <p>Make sure everyone involved knows exactly his/her role in the event.</p> <p>Coordinator – host and general coordination of the debate.</p> <p>Group facilitator – facilitates and keeps the focus of the debate, encourages participation of everyone, keeps tabs on time within the group.</p> <p>Experts – provide information on the space café format and their roles.</p> <p>IT and audio assistant – knowledge of the space café format</p> <p>Assistants – welcome and guide participants; are available for any request. Give instructions to the photographer to get the best possible shots.</p> <p>Check catering. Assist with evaluation questionnaires.</p> |
| <p>Documentation</p> | <p>Supporting documents or guidelines related to the addressed topics. Must be short, appealing, easy to read and available at the event’s webpage.</p> <p>If necessary, sign contracts or formal agreements for:</p> <ul style="list-style-type: none"> - Experts’ remuneration - Venue renting - Catering <p>For taking pictures or recording the Space Café, assure that permissions are obtained (e.g., with consent forms to be signed by all participants).</p> |

| Day of the event | |
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| <p>Set Up</p> | <p>Check if all tables are prepared.</p> <p>Check sound and AV equipment</p> <p>Check the list of participants</p> <p>Check if staff is ready.</p> <p>Check catering. Snacks and drinks should be available throughout the event, at each table or as a buffet.</p> <p>Ask experts to arrive 30 minutes before the beginning of the Space Café for last minute clarifications.</p> <p>30 minutes before opening the venue, welcome participants; snacks and drinks should be available.</p> <p>Assessments (pre-event questionnaires) if desired.</p> <p>Group division – groups should be as diverse as possible. Give this information to the participants while welcoming them.</p> <p>Suggestion for group division: sub-topics can be displayed at each table and participants choose where to sit according to the sub-topics. Alternatively, each participant choose a card at the entrance with a question that will be debated in a given table (cards with different symbols or colours can also be</p> |

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| | used). Look for participants who come to the event together and wish to remain together. Make participants comfortable. |
| <p>Dynamics:</p> <p>Introduction < 5 minutes</p> <p>Expert presentation 10 minutes (if two, 5 minutes each)</p> <p>Group presentation < 5 minutes</p> <p>Group debate 20 minutes Conclusions 10 minutes</p> <p>Group change 10 minutes</p> <p>Group debate and conclusions (30 minutes)</p> <p>Conclusion 10 - 25 minutes (5 minutes / group)</p> | <p>Coordinator welcomes participants, invites them to sit at different tables (if not yet sited), introduces experts and presents the event.</p> <p>Short engaging and stimulating introduction presentation by one or two experts (state of the art, breaking through discoveries...)</p> <p>Group facilitators introduce the expert at the table and ask participants to briefly introduce themselves (name, job and motivation to participate, etc.). The group should choose someone to take notes and write down conclusions. Expert may briefly present his/her work.</p> <p>Participants discuss sub-topics related to the main topic of the debate. Group facilitators encourage the participation of all the group members, moderate the debate, ask additional questions, control timing and prevents the monopolization of the debate by any participant.</p> <p>People are invited to change tables. Conclusions of each group are kept with the group facilitators and the experts who stay at the table to share with the new group the results of the previous debate.</p> <p>Same as above. Group changes can be made according to time available. It is not always possible for participants to visit all groups due to time constraints. Facilitators should be aware of this and manage it in the most appropriate way.</p> <p>The coordinator asks people for feedback. Group facilitators share brief reports on the questions debated and three main conclusions of their groups. Conclusions may be written in a flipchart or projected on a large screen. Alternatively, have a form ready with questions. Participants should fill it in and the facilitator will quickly read the answers. This information can also be collected and mailed to all participants afterwards.</p> |

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| | Coordinator summarizes the main conclusions, thanks participants and invites people to give extra feedback, if needed, by e-mail. |
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| Documentation | Make sure participants have access to the supporting documents and guidelines. Fact sheets, teasing questions or curiosities may be left on each table. Other information on the space café webpage. |
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| Wrap-up | |
| Thanks | E-mail thanking participants (invited experts), with feedback, if available. |
| Follow up | Publish a short report, photos, vídeos, etc. on the project website. |

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| Recommendations | |
| Experts | Strive for gender balance. Enrol experts from diverse cultural backgrounds. |
| Audience | The audience should be as diverse as possible - Groups should be formed with people with different backgrounds, ages, genders and points of view. |

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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