

## Instructions for the moderator

Name of the moderator: **name**

Name of supervising groups: **Local authority (Glasgow city hall) (colour green)**

Time		Activity	Actions
16:45		Welcome speech	Host
16:45 – 16:55	10 min	Introduction to 5GDHC serious game	<b>Host</b> presents the ppt ‘Workshop intro and story_Glasgow case’
16:55 – 17:00	5 min	Participants divided in teams (by colours).	<b>Moderator:</b> <ul style="list-style-type: none"> <li>• Moderators lead their group to the table/place with the sign of group name;</li> <li>• Introduce yourself as a moderator and expert of the group;</li> <li>• Inform participants to introduce themselves (only names);</li> </ul>
		Each team member receives a role-card (on the table)	<b>Moderator:</b> <ul style="list-style-type: none"> <li>• Confirm participants what is their role in the game (Glasgow city hall role);</li> <li>• Inform participants to open the <b>role-card</b> and read it (5 min);</li> </ul>
17:00 – 17:10	10 min	Brainstorm	<b>Moderator:</b> <ul style="list-style-type: none"> <li>• Ask participants to start brainstorming on their strategy (use file for <b>notes</b>) and identify barriers and opportunities to implement 5GDHC (use <b>score card template</b> to write down)- 10 min;</li> <li>• Show participants <b>map of the city and additional info about 5GDHC (on the table)</b>;</li> <li>• Remind the participants that they should appoint someone as the first point of contact for the discussion round;</li> <li>• Inform participants about time 2 min before the time is up;</li> </ul> <p><u>Cheer up participants that they can improvise. Let them dive into the role.</u></p>
17:10- 17:25	15 min	First discussion round	All participants go back to discussion round host facilitates the round
17:25 – 17:35	10 min	Break	During the break participants are allowed to have a secret talk with other stakeholders (roles)
17:35 – 17:45	10 min	Brainstorm	<b>Moderator:</b> <ul style="list-style-type: none"> <li>• Ask participants to brainstorm their strategy based on the first discussion round outcome-10 min;</li> <li>• Remind participants about the form to fill in about barriers and opportunities (score card form);</li> </ul>

			<ul style="list-style-type: none"> <li>• Inform participants 2 min before the time is up;</li> </ul>
17:45 – 18:00	15-20 min	Second discussion round	All participants go back to discussion round host facilitates the round
18:00- 18:05	5 min	Calculating results (in team)	<b>Moderator:</b> <ul style="list-style-type: none"> <li>• Show participants the <b>score-card</b>;</li> <li>• Ask participants to fill in the score card;</li> <li>• <b>Moderators fill in the voting card and give it to host;</b></li> </ul>
18:05-18:08	3 min	Revealing results	host facilitates the round
18:10	2 min	Wrap-up	host facilitates the round