# The Clean Air Convergence – A User Guide

Welcome to the Clean Air Convergence organised by Network for Clean Air and YOU! We're using an 'unconference' format today. This is an exciting and flexible format which means the day is what we want.

**Timetable outline**

| 10.30 am | Doors open |
|---|---|
| 11 am | START Introduction; create the day's programme (together) |
| 11.20 am | Morning sessions (two spaces + outside) |
| 1 pm | LUNCH |
| 1.50 pm | Re-schedule the programme (together) |
| 2 pm | Afernoon sessions (two spaces + outside) |
| 4 pm | BREAK |
| 4.20 pm | Late afternoon sessions (two spaces + outside) |
| 5.20 pm | Feedback/ announcements (together) |
| 5.40 pm | Finish & clean up |
| 6 pm | END |

Our first task is create a programme using the grid attached to the wall in the Convergence space (Lecture Hall). At 11 am, we'll fill it in, to show the sessions which will use the  two spaces in the convergence space. The grid has 20 minute slots and sessions can be multiples of 20 minutes.

Some people will bring presentations and ideas for sessions to the convergence, and others are created as the day progresses. The sessions can be about anything which touches on air quality, working for clean air, and which is important to you. They can be based on sharing expreience, skills or ideas. You don't need to have prepared them in advance. It you have an idea for a session – a question which you'd like answered for example - then suggest it. Events, places, 'how-to' are starting points for sessions.

You are responsible for each session: the time keeping (appoint a time keeper); the facilitation and running of it; the recording and notetaking. Every 20 minutes, a bell will be rung to assist with the scheduling. You must finish the session on time. You can continue the session at another time and reconvene to another space but you must not stop the other session from starting. If you don't like the session: change it;  go to another session; take a break!

There is a poster space and a leaflet table where you can post notices and leave information.

**Ethos**

The ethos of the day is: creative – nothing is out of bounds but please be respectful to the other people and to the owners of the property; open – people will be filming, posting to social media; and making notes – this is a public space; 'can-do' – if you don't like something in the session then change it; social – please be co-operative and work together. Thank-you.

**Wi-fi/ Twitter**

There is wi-fi in the Lecture Hall (Name:  ; Network key: ), and the Ashbee Hall – room next to the Lecture Hall (Name: Network key:  ).
The hashtag for the day is #CleanAirC
**Enjoy the day**