

Pre-meeting “homework” for attendees

- Systems Tree in action: link to INCOSE BLG presentation by Gary Smith, Sepsis, 25 Nov 2015
- Intro to Thinking, Fast and Slow: link to INCOSE BLG presentation by Kevan Boll, TFAS, 13 Jun 2016
- Examples of Kahneman and Tversky’s heuristics and biases: [Thinking, Fast and Slow - Animated Coffee Break](#)

Roles

- Chairperson: **Tim**
- Main presenter (initial overview): **Richard**
- Topic presenters: **Richard, Matt, Tim**
- Timekeeper/photographer/wandering advisor (cannot be a facilitator): **Richard**
- Small group facilitators (could include topic presenters): **Matt, Sam, Tim**
- Feedback facilitator (independent of small group facilitators, could be main presenter): **Richard**

IT and other facilities

- Laptop: **Richard**
- Projector, screen for main presentation: **Rob/Atkins**
- Flip charts, pens, blu-tack: **Rob/Atkins**
- Mobile phone for photos: **Richard**

Room layout – assuming ideally 5-7 per small group, incl facilitator

- Presenters table front centre as usual
- Refreshments on long rear table as usual (or side table)
- Main seating area set up as horseshoes of 7 chairs, open ends towards projection screen
- E.g. initially set up as many horseshoes as needed for booked attendees
- E.g. additional chairs (stacked?) for more horseshoes, catering for unbooked attendees
- E.g. facilitator takes middle chair with 2-3 either side, or pull horseshoe into a circle

Handouts – stapled A4, single-sided (Richard Bray to draft in line with presentation, i.e. to include content of topic briefing slides)

- General guidance (all on one page):
 - Timetable
 - Notes on approach and defining key points
- Source concept lists (each on one page):
 - Systems Tree diagram
 - Systemist Attitudes and Systems Tree Roots
 - Business Insider: 20 Cognitive Biases
 - Waters Foundation: Habits of a Systems Thinker
- Waters Foundation examples of key questions (one page)
- Topic reference sheets (copies of slides on one page per topic, separate sheets):
 - Description of topic (context/problem)
 - Core goals of discussion
 - Key questions

Handouts – individual items (Richard Bray to produce key points forms and group allocations)

- Group allocations by lot, assume 3 groups of 5-7 (allocate latecomers manually): **Richard**
- CPD forms: **Mike**