

ANNEX 4.1.

Checklist of preparing a workshop



Preparing Thinks	Your Notes
Date of Workshop	
Time for workshop	
Contact person for workshop group, e.g. teacher	
Address/classroom where workshop will take place	
Number of students	
Age of students	
Technical equipment	
Is there a projector (check port to connect a digital device)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> to clarify
Is there a screen (check port to connect a digital device)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> to clarify
Is there a digital device (e.g. laptop or tower PC)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> to clarify
Are there speaker? (check port to connect a digital device)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> to clarify
Learning aim(s)	1) 2) 3)
Workshop content	<input type="checkbox"/> Abuse of ICTs. Health and well-being <input type="checkbox"/> Cyberbullying & Security <input type="checkbox"/> Misuse of ICT's <input type="checkbox"/> Disinformation and critical thinking <input type="checkbox"/> Children rights in the digital environment
Necessary material to prepare	
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