

World Climate Event Planning Checklist

This is a step-by-step checklist to assist facilitators to effectively organize a World Climate Simulation Event. Use it as an indicative event planner but note that the tasks will vary based on how you intend to run your World Climate event.

	Tasks	Completed? <input type="checkbox"/>
Initial Event Planning	Identify the audience you are able to and/or would like to reach, and what goals might best suit them.	
	Select a date and amount of time for your session.	
	Create a list of the additional support you might need (co-facilitator(s), funding, etc.)	
	Secure a venue or online platform link for the event.	
	Register your event: https://www.climateinteractive.org/programs/world-climate/register-event/	
Outreach	If the event is open to the public, create a flyer or use our standard template and edit the details as per your event. Include the logos of any affiliated organizations or institutions.	
	Publicize the event through your networks. Reach out to us at Climate Interactive if you'd like us to share your event details.	
Facilitation Preparation	Download the World Climate slides and organize/edit as necessary for your specific audience.	
	Familiarize yourself with the C-ROADS simulator, and consider which features of the model you would like to use and highlight during the simulation.	
	Practice the speeches you will give as a UN official.	
Event Preparation	If you've divided your participants up into groups in advance, send them their materials to begin preparing for the simulation.	
	If running an in-person event, print the participant materials based on the number of anticipated attendees.	
	Confirm the venue arrangement (projector, room setup, etc.) or online platform features (breakout rooms, host controls, etc.)	

Day of Event	If not done in advance through online sign-ups or predetermined registrants, compile attendee contact information to follow-up with them after the session.	
	Arrive at least 30 minutes early to set up the room and ensure all technology is working. If running an online event, ensure all controls are functioning properly and that your sitting area is well lit for video conferencing.	
	Welcome participants and begin the World Climate Simulation. Take photos throughout the exercise.	
	Close the session and take a group photo.	
	Provide your contact information or Climate Interactive's for participants to follow-up with any feedback.	