Methodological tool: Collecting requirements

Number of methodological Tool	**EUPA_LO_107_M_001**
Work Area Code and Title	**WA7: Business Travel, Diary Systems, Meeting organization and event management**
Unit Code and Title	**4.5 Design, plan, organise meetings and other events**
Learning Outcome Number and Title	**LO107: Demonstrate ability to carry out the necessary preparation before the event ensuring participant requirements, health and safety requirements and legal requirements are addressed and met.**
Objective of the methodological tool	After the completion of this activity, participants will be able to: 1. Identify and describe methods to collect participants requirements 2. Use methods to collect participants requirements
Approximate Time needed for the completion of this exercise	10 minutes
Individual or group exercise	☐ Individual ☒ Group
Type of methodological tool	☐ Written exercise ☒ Group exercise ☐ Video analysis ☒ Simulation ☐ Multiple choice ☐ Group exercise with cards ☒ Exercise using ICT ☐ Role play ☒ Group discussion ☐ Case study ☐ Creative Group Work
Description of the exercise/Procedure	In pairs, or small groups (dependent on the size of the group), the learners are asked to develop a doodle online questionnaire to collect participants requirements for a conference. A real conference from the webpage http://www.worldconferencecalendar.com/ can be chosen by the trainer prior to the training to provide learners with sufficient details
Exercise is accompanied by	N/A
Exercise solution	N/A
Other comments to the trainer	N/A

Co-funded by the
Erasmus+ Programme
of the European Union