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1 Preparation for the moderator

- Get an overview of the EMEE project (<http://www.museums-exhibiting-europe.de>).
- Read Toolkit 1 ‘Making Europe visible’ (download from the website) carefully.
- Take a look at the Mapping Process (<http://www.museums-exhibiting-europe.de/mappingprocess/>), the Toolkits (<http://www.museums-exhibiting-europe.de/toolkit-manuals-activity-8/>) and the Exemplary Units (<http://www.museums-exhibiting-europe.de/exemplary-units/exemplary-cop-units/>).
- Read the Exemplary Units (<http://www.museums-exhibiting-europe.de/exemplary-units/exemplary-cop-units/>).
- Acquire information on the participants: are they museum professionals, do they work in the field of museum education or elsewhere? If they work in museums, it would be possible to let them prepare objects for Task A2. Inform them early enough.
- Gather information on the museum in which the workshop takes place or where the participants come from.
- Research relevant projects of those museums as well as exhibitions dealing with European topics.
- Read the provided material for the workshop carefully.
- Send the guide for participants to every participant of the workshop about four weeks prior to the workshop; do not forget to fill in the schedule.

Please note:

1. It is possible to do just Workshop 1 in about six to eight hours but you can also do all five workshops in a row in five days.
2. There are four optional tasks in this workshop (worksheets O1-O4). You can insert the optional tasks wherever it suits you. All of them are suitable for getting the workshop started so the participants can get to know each other. We recommend to do at least two of them and of course you are free to integrate all four of them depending on the time available and whether the workshop takes places in a museum or not.

2 Material

- flipchart and/ or whiteboard with pens
- laptop and video projector
- paper
- printed worksheets for every participant along with questions that help identify categories
- printed work packages
- printed schedule
- list of participants
- name tags/ name plates for every participant
- printed version of the domino (optional task)
- depending on which optional task you choose: email the participants asking them to bring their digital camera/ smart phone
- printed version of the domino (cardboard recommended), quantity depends on number of groups

3 Learning objectives

- Contents and characteristic features of the EMEE project (<http://www.museums-exhibiting-europe.de/project/ziele/>)
- Concept of Change of Perspective (COP) (<http://www.museums-exhibiting-europe.de/project/cop/>)
- Approaches to exploring European/ trans-regional and/ or cross-cultural perspectives in museum objects
- Development and explanation of a system of categories that is applicable to all kinds of objects
- Ideas for implementation in the participants' museums
- Application examples including the other EMEE Toolkits (social arena, bridging the gap, synaesthetic translation of perspectives, social web)

4 Workshop schedule

4.1 Introduction

approx. 15 minutes

1. General presentation of EMEE (project, aims, topics)

→ Use presentation ‘EMEE Workshops General Introduction’ together with lecture ‘EMEE Workshops General Introduction (GI)’

2. Workshop 1-Powerpoint (objectives, topics, workshop schedule)

→ Use presentation ‘EMEE Workshop 1 Introduction’ together with lecture ‘EMEE Workshop 1 Introduction (I)’

3. Introduction of participants

→ Ask everybody to introduce themselves to the participants (name, institution, professional background) and to fill in their name tag and/ or name plate

It is recommended to insert one of the Optional Tasks (worksheet O1 to O4) here. It is a good way for the participants to get to know each other and to getting started.

4.2 Working Session A – Re-Interpretation of museum objects for making Europe visible

❖ Task A1

approx. 20 minutes

→ Use worksheet A1 ‘Brainstorming’

1. Ask the participants to read task A1 and think of objects in their own museums that could be used for making European/ trans-regional and/ or cross-cultural topics visible.
2. The participants inform each other in very few words of objects that come to mind.
3. Write down the proposals on the flip chart or white board without further comment.

Alternative: If you have the feeling, the brainstorming would demand too much of the participants or would not provide good results it is also possible to work with given examples. We would recommend the publication ‘Reflecting Europe in its museum objects’ (Gößwald, Udo [ed]: Reflecting Europe in its museum objects, Berlin, ICOM Europe, 2010). It provides a number of images of museum objects together with a short text that describes the European dimensions, which can be seen in the object. So you could present first the pictures and ask the participants for their associations regarding trans-national references represented by this object and then read the short text.

➤ Input A

approx. 45 minutes

→ Use presentation ‘EMEE Workshop 1 Input A’ together with lecture ‘EMEE Workshop 1 Input A (IA)’

Present to the participants the eight proposed ways of re-interpreting museum objects to make their European/ trans-regional and/ or cross-cultural perspectives visible, and show the prepared examples. Stress the Change of Perspective (COP).

❖ Task A 2

approx. 20 minutes

→ Use worksheet A2 ‘Matching objects to categories’

4. Ask the participants to read task A2 and match the objects from the brainstorming (A1) to the categories from your input (Input A). They can find the categories on their worksheet.
5. Ask the participants to read out their matches (starting with category 1) and to reason their choice.
6. Let the participants briefly discuss those matches.

❖ **Task A 3**

approx. 30 minutes

→ Use worksheet A3 ‘Making Europe visible – Eight categories and their visualization’ and work material A3.1 to A3.5

1. Divide the participants into teams of two or three people. There should not be more than five groups – less than five groups is no problem, you do not have to use every work package.
2. Hand every group the work material.
3. Ask the participants to read the texts their work material provides and then fill in worksheet A3.

Please note: If you want to you can exchange the chosen examples for examples from the museum in which the workshop takes place or where the participants come from. In this case, make sure the information is provided in the same way (this may take some time of preparation!). You can also use the Exemplary Units (<http://www.museums-exhibiting-europe.de/exemplary-units/exemplary-cop-units/>) or ask the participants to prepare objects from their museums.

Every group presents their results and gets in discussion with the others (flipchart, whiteboard or laptop can be used).

approx. 45 minutes

Before getting started with working session B you could insert another optional task, especially if working session B starts right after lunch.

4.3 Working Session B: Possibilities of implementation

➤ Input B

approx. 15 minutes

→ Use presentation ‘EMEE Workshop 1 Input B’ together with lecture B ‘Workshop 1 Input B (IB)’

Present to the participants the chosen examples of how European/ trans-regional and/ or cross-cultural perspectives can be presented to the visitor.

Inform the participants about the four other EMEE Toolkits they can download from the website.

❖ Task B

approx. 60 minutes

→ Use worksheet B ‘Making Europe visible – How to present European/ trans-regional and/ or cross-cultural perspectives to museum visitors’

1. Ask the groups to re-read the information from their work packages and to have another look at the results of task A3.
2. Ask the groups to work on how the change of perspective could be implemented into a museum in three grades of intervention
 - a) through a small change
 - b) through a bigger change
 - c) through a very big change

Important: The groups should develop one concrete idea of how to present the object and its European/ trans-regional and/ or cross-cultural perspectives in a museum. That means they should work in different ideas for visualization (as gathered in task A3) and stage the object, possibly with music/ sounds/ special surroundings (see EMEE Toolkit 4). They should also make suggestions for hands-on and mind-on stations and for an accompanying programme that gets in contact with people about current political and social topics (museum as social arena, see EMEE Toolkit 2), encourages non-visitors (bridging-the-gap, see EMEE Toolkit 3) and use social web for getting people involved (see EMEE Toolkit 5). Furthermore, suggestions should be made for synaesthetic translations of perspectives, for staging the objects and for making the COP visible (see EMEE Toolkit 4).

approx. 45 minutes

Every group is asked to present their results and get in discussion with the others (flipchart, whiteboard or laptop can be used).

4.4 Closing discussion

approx. 30 minutes

The participants summarize which ideas they could implement in their museums and what they would like to try and whether they think it is possible or not.

4.5 Feedback

approx. 10 minutes

Each participant is asked to sum up his or her feedback to the workshop in no more than seven words and write it on the flipchart/whiteboard.

4.6 Farewell

approx. 5 minutes

Thank everybody for participating in the workshop, for being part of the team and for their work. If you would like to, you can also invite the participants to contact you after the workshop if questions should occur.

4.7 Follow-up

One or two weeks after the workshop, you send an email to every participant summing up the results of the brainstorming of objects and again invite them to contact you. If everybody is okay with it, you can add the list of participants and their email addresses and/ or phone numbers.

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