Tips for workshop maps

1. Preparing the maps

- Think carefully about how many maps you give to the participants - make sure that the participants are not overwhelmed or confused with lots of maps or information; **focus on the most relevant maps and information.**

- Which maps are the **priority maps** to give participants? Other, lower priority maps may be kept as **additional or reserve layers.**

- Make sure the participants **understand clearly what each map is showing.** Always give each map **a title**. Make sure the map has a **clear legend**.

- Be **prepared to answer any questions** they may have. Maintain information which records the source of each dataset.

- Workshop 1 is about identifying **drivers and barriers**. Make sure that you also have information that can be used for discussing barriers if needed.

- What **scale** should the maps be in? What level of **detail** will you need? Don't provide very detailed/complicated maps if they are not necessary. It may make sense to combine some features, for example.

- How will you **use the maps after the workshop**? To enable you to scan/digitize the participatory maps later on, you need to **include graticule/grids** with at least 4 tic points available, preferably located towards the extremities of the map.

- When using **transparent maps**, it's important to think about how they will look if several of them are overlaid together. Make each transparent layer **clear and simple**. For example, do not use green for non-forest areas.

- Also, thin lines, small points and similar colours will be very **hard to see**. Use hatched lines in different orientations / thicknesses / separations, as well as colours, if several layers need to be overlaid.

- Do not **repeat information** (e.g. district names) on all of the maps; if overlaid, it will start to look crowded and messy. These names may only need to be on the base map and/or the administrative boundaries map.

- If the maps are even slightly different in **size**, they will not overlay properly. Check each of the overlays to make sure all the boundaries/graticules align.

- When printing the transparent maps, print one first as a test before sending all to print.

2. Preparing and running the exercise

- When all the maps are ready, **practice** using them, and the exercise you have planned for the workshop with some people in your team.

- Brief the **workshop facilitator** about the exercise and how the maps will be used.

- Make sure at least **one member of the spatial analysis team** attends the workshop.

- Take a couple of **extra layers/spare copies** for the participants to draw on, in case they make mistakes, or ask to start again.

- Take **bulldog clips/strong paper clips** to help the participants hold the overlaid maps together.

- Consider what **pens/pencils** should be used in the exercise and check. Ideally you would want any drawn features to be able to be erased / changed as required, but they should not be so easy to remove that they smudge as soon as they are touched.