**Workshop Session/ Activity:**

**Issue or Skill Focus:**

**Logistics**

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| **Date: Time: Location:**  Room/Space Setup:  Staff:    Materials & Handouts: |

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| **Session/ Activity Outline:** | **Overall Purpose:** What do you want to accomplish by the end? |
| **Goals:** What do you want to cover in this workshop/activity? |
| **Learning Objectives:** At the end of the workshop/activity, the participants will be able to… |
| **Detailed Outline:**  Activities, techniques, key questions, flow, timing of each piece | |