

BASSE Workshop Participation Guidelines

Creating the best possible experience for everyone

We aim for BASSE sessions to be valuable, practical, and genuinely enjoyable for everyone in the room. The guidelines below are there to help create the right environment for that.

General Behaviour Guidelines

- Be open to different perspectives and ways of thinking
- Share your experience where relevant, the programme is built around peer learning
- Feel free to ask questions, chances are others are thinking the same
- We would ask that side conversations are kept to a minimum, as they can be distracting for others

Phone Usage

Phones may be used where needed for workshop activities (e.g. for group polls and other interactive activities).

- We kindly ask that calls are not taken during sessions
- If something urgent comes up, please step outside the room
- Otherwise, keep phone use to a minimum to help everyone stay focused

Laptop Usage

Some sessions may involve using laptops (e.g. onboarding, tools, or exercises).

- Outside of workshop activities, we encourage limiting laptop use where possible
- It's easy to slip into emails, but stepping away from day-to-day work helps you get far more from each session
- Keeping laptops closed when not needed helps keep the room open, engaged, and more interactive

Confidentiality

- Please treat anything shared in the room as confidential
- This helps create a space where everyone feels comfortable being open

Before & After Workshops

- Aim to arrive on time so you can make the most of the session from the start
- Any pre-work is there to support you, so we would encourage completing it where possible
- We would really appreciate you taking a few minutes to complete feedback forms after sessions, it helps us shape and improve the programme and supports our reporting requirements with Enterprise Ireland