

Spatial considerations for choosing a Citizens' Assembly's location

- Is the location accessible? This includes wider accessibility to public transport, parking, as well as on-site accessibility for people with mobility concerns.
- Is the hotel provided for out-of-town members, located near the venue?
- Is the Assembly taking place during summer? Try locating a venue in proximity to green space will give people somewhere relaxing to spend their break times.
- Is the Assembly taking place in a cold country during the winter months? Try choosing a venue that has ample indoor space with room to move around during break time.
- Is the space you intend to use for plenary sessions large enough to comfortably accommodate all Assembly Members with space for facilitators, organisers, and Members to move around?
- Can the plenary space be easily adapted for the various stages of the Assembly?
- Is there enough wall space for posting the remit, objectives, and important information from experts?
- Is there wall space for the the remit and/or the main questions of any Assembly to be printed and posted for everyone to see in the main plenary space of the Citizens' Assembly?
- Is the furniture moveable? Can it be arranged for plenary sessions, breakout groups, or for sessions with experts (which can be arranged using the [Fishbowl Technique](#))
- Are the acoustics suitable for everyone to hear and be heard in both larger plenary sessions and smaller breakout groups?
- If interpreters will be needed, is there enough space and adequate acoustic conditions for this to proceed smoothly?
- Is there enough natural light?
- Can the lighting conditions be adjusted? (i.e. control of window coverings, overhead lighting)
- Are there rooms for breakout sessions and small group discussions?
- Are the breakout room spaces flexible? Can they be adapted based on the size of the group?
- Is there a service room for catering?

Sources:

List compiled by DemocracyNext on the basis of interviews with practitioners at MosaicLab (Australia), MASS LBP (Canada), Ostbelgien (Belgium), and the Agora Party (Belgium).

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