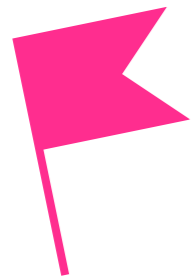


# MÖTESKARNEVAL MANUAL

YOUR GUIDE TO FUN & EFFECTIVE MEETINGS.

## TOOLS



### THE FLAG

WHEN A MEETING TURNS INTO CHAOS, WAVE THE FLAG AND GET EVERYONE BACK ON TRACK.

OPTIONAL: STAND UP AND SHAKE OFF ANY BAD ENERGY WITH A LITTLE DANCE IN ORDER TO CONTINUE IN A POSITIV SPIRIT.

### RELEVANCE GIRAFFE

HAVING A MEETING WITH SOMEONE WHO STRAYS AND CAN'T STAY ON TOPIC? HAND OVER THE LITTLE GIRAFFE. A KIND AND ADORABLE WAY TO GIVE SOMEONE A HINT.



### PARK IDEA

DISCUSSING AN IDEA THAT'S FANTASTIC BUT IRRELEVANT FOR THE MEETING? WRITE YOUR IDEA OR THOUGHT ON A CAR AND PARK IT IN THE GARAGE FOR LATER.

### GOOD POINT HAT

SPREAD SOME LOVE! WHEN A GOOD POINT IS MADE AND/OR A SOLUTION IS REACHED, REWARD THE MEMBER WITH A HAT. COMES IN TWO AMAZING PATTERNS.



TIRED OF MEETINGS THAT ARE INEFFICIENT, BORING & EVEN TURNS IN CHAOS?

OH THIS IS THE TOOL KIT FOR YOU! THE MEETING CARNIVAL KIT MAKES MEETINGS FUN & MORE EFFECTIVE.

## MEETING DO'S & DONT'S

DON'T: BE CRITICAL AND SAY NO TO OTHER PEOPLES IDEAS.

DO: SAY YES, ENCOURAGE AND BUILD ON OTHERS THOUGHTS.

DON'T: REPEAT TOPICS AND BRING UP OLD STUFF.

DO: MOVE THE MEETING FORWARD AND KEEP IT RELEVANT.

DON'T: HAVE TO LONG MEETINGS.

DO: TRY A 10 MIN STAND UP MEETING.

DON'T: BRING IN NEGATIVITY.

DO: BE AWARE OF YOUR ENERGY LEVEL.

DON'T: MULTITASK.

DO: SCREENS DOWN - BE FULLY PRESENT.

DON'T: WASTE TIME.

DO: TIMEBOX!

DON'T: INTERRUPT.

DO: SPEAK ONE PERSON AT A TIME, USE THE MÖTESKARNEVAL TOOLS IF NEEDED.

DON'T: WING IT.

DO: BE PREPARED, STICK TO THE AGENDA AND HAVE SOMEONE IN CHARGE OF THE MEETING.

DON'T: BE BORED.

DO: BE EFFECTIVE AND HAVE FUN!

DON'T: TALK TOO LONG.

DO: LISTEN TO YOUR TEAM MEMBERS AND MAKE SURE EVERYONE IS HEARD.



THIS KIT IS CREATED BY A STUDENT TEAM FROM HYPER ISLAND. AFTER SEVERE USER TESTING WE ENSURE THAT IT WILL BRING SMILES & LOVE TO YOUR MEETINGS.



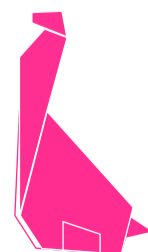
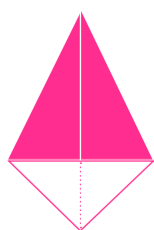
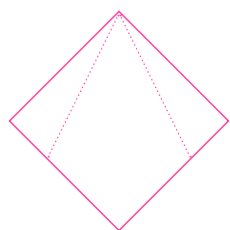
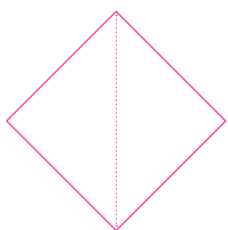
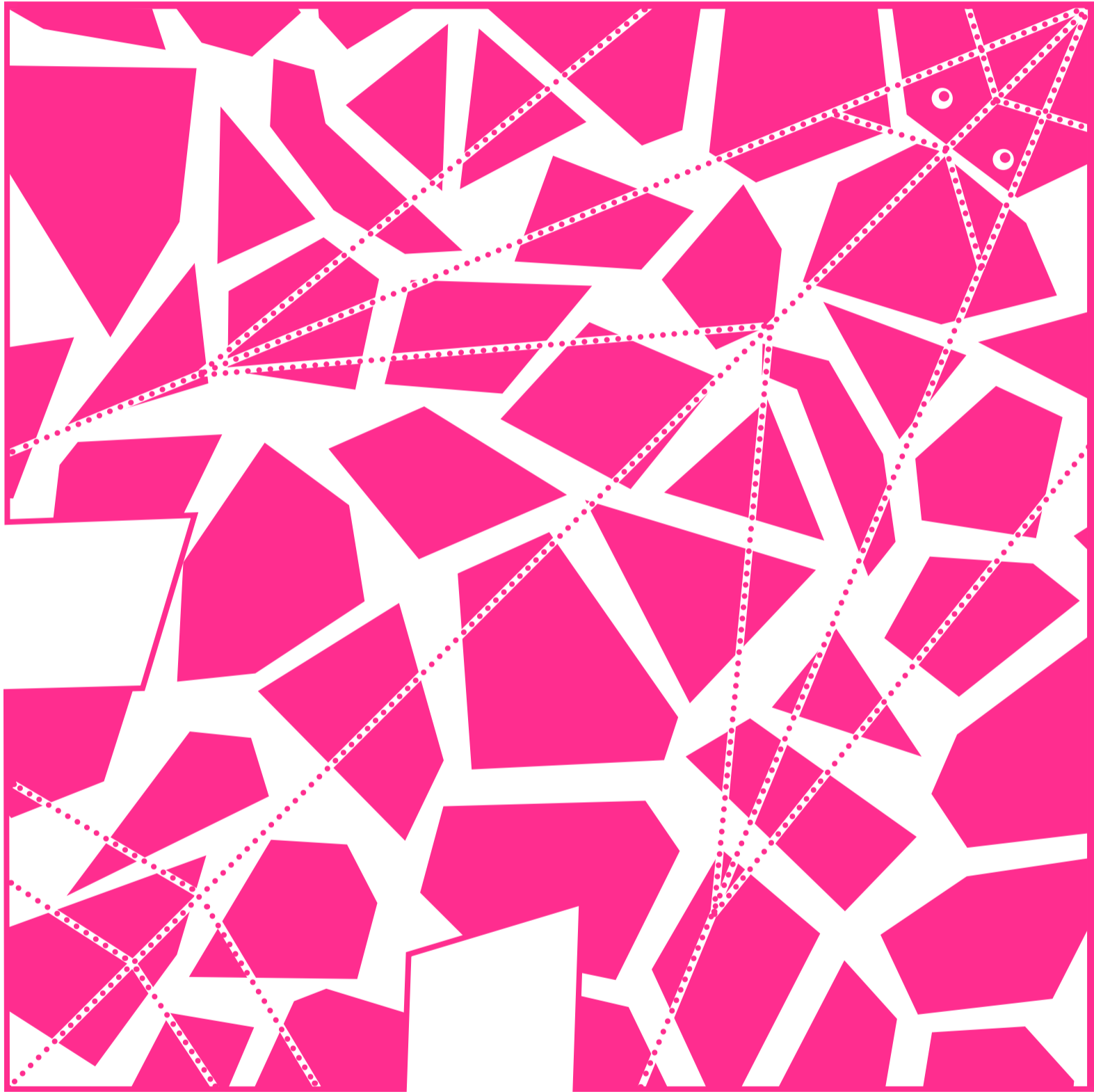
MÖTESKARNEVAL FTW. DOWNLOAD, PRINT, CUT, USE.

# MÖTESKARNEVAL RELEVANCE GIRAFFE

HAND TO PERSON WHO GETS OF TOPIC.

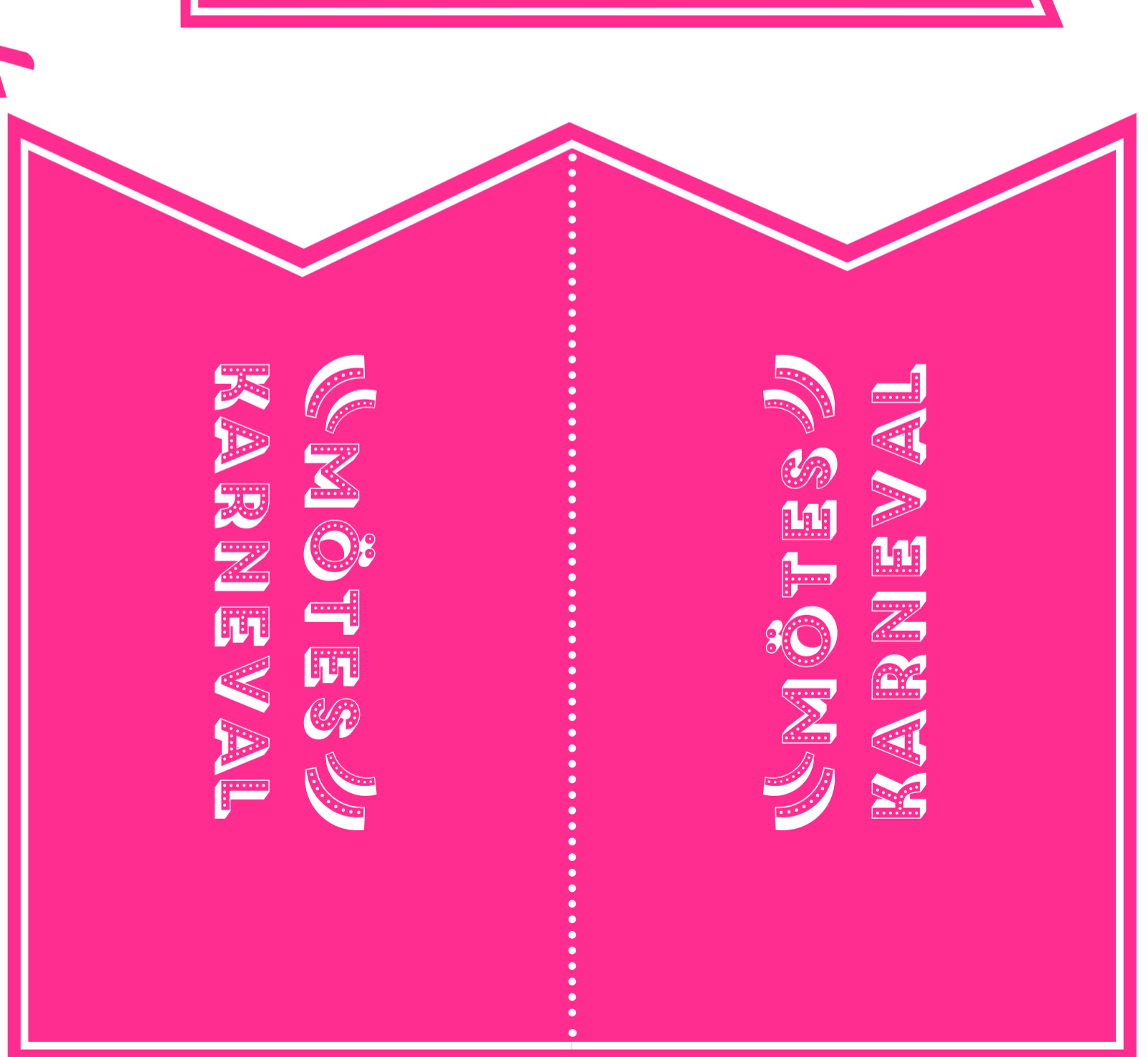


CUT OUT AND FOLD INTO GIRAFFE



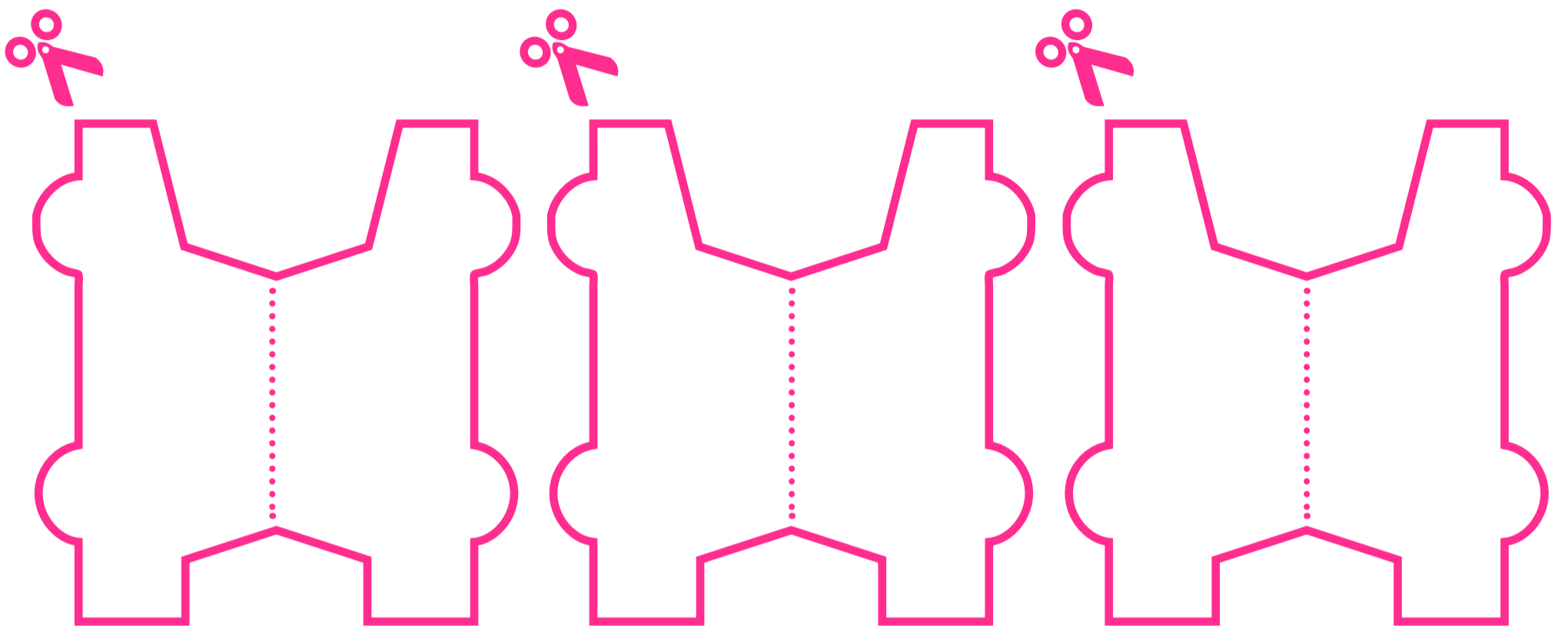
# MÖTESKARNEVAL THE FLAG

WAVE IN CASE OF ENDLESS DISCUSSIONS.



# MÖTESKARNEVAL PARK IDEA

PARK GOOD BUT IRRELEVANT IDEAS FOR LATER.

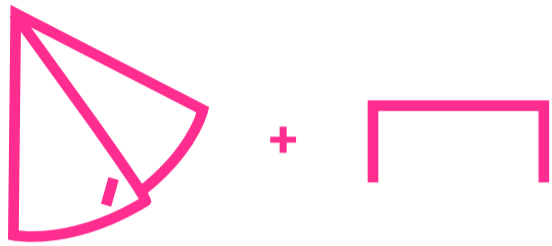


CUT OUT CAR + GARAGE. WRITE IDEA ON CAR > PARK IN GARAGE.



# MÖTESKARNEVAL GOOD POINT HAT

REWARD FOR GOOD POINT MADE OR PROBLEM SOLVED.



CUT OUT, ROLL AND STAPLE.  
PUT ON TOP OF HEAD.

