01 / MORNING SESSION RUNDOWN

# DETAILED EVENT RUNDOWN

## International Short Course: Social Mapping | Friday, 27 November 2026

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| **Activity** | International Short Course: Social Mapping | **Day / date** | Friday, 27 November 2026 |
| **Venue** | Ruang Tanjak, Faculty of Social and Political Sciences, Universitas Sriwijaya | **Time / zone** | 07.30–16.30 WIB |

## A. REGISTRATION, OPENING CEREMONY, AND CONCEPTUAL LEARNING

| TIME (WIB) | DURATION | AGENDA / SESSION | IMPLEMENTATION DETAILS | PERSON IN CHARGE | EQUIPMENT / OUTPUTS |
|---|---|---|---|---|---|
| **07.30–08.00** | 30 min | **Participant registration** | Welcome participants; sign the attendance register; distribute booklets, name tags, and seating information; provide a short briefing for international participants. | Registration team & LO | Registration desk; attendance register; name tags; booklets |
| **08.00–08.05** | 5 min | **Opening by the MC** | The MC opens the event, welcomes guests, introduces the programme, and announces the order of the opening ceremony. | MC (bilingual) | MC script; microphone |
| **08.05–08.15** | 10 min | **Indonesia Raya & FISIP Unsri March** | Attendees stand; sing Indonesia Raya followed by the FISIP Unsri March, guided according to the order of proceedings. | MC; operator; song leader | Audio files; screen; sound system |
| **08.15–08.25** | 10 min | **Organising Committee Chair's Report** | A brief report on the objectives, three-day format, target participants, and organisation of the programme. | Organising Committee Chair | Microphone; podium |
| **08.25–08.40** | 15 min | **Dean's Remarks & Official Opening** | Remarks by the Dean of FISIP Unsri, who also officially opens the international short course. | Dean of FISIP Unsri; MC | Podium; documentation |
| **08.40–08.45** | 5 min | **Prayer** | A collective prayer led by a person appointed by the organising committee. | Prayer leader; MC | Microphone |
| **08.45–08.55** | 10 min | **Group photograph** | Group photograph of university leaders, speakers, invited guests, committee members, and all participants; positioning arranged by the protocol team. | Programme team; documentation team | Camera; photo arrangement |
| **08.55–09.00** | 5 min | **Transition to the first presentation** | The MC hands over to the moderator; introduction of the first speaker and overview of learning outcomes. | MC; moderator 1 | Profile slides; LCD projector |
| **09.00–10.15** | 75 min | **Session 1: Sociological Foundations of Social Mapping** | Foundations and objectives of social mapping; social structure, stratification, and differentiation; actors, networks, assets, power relations, and inequality; discussion and Q&A. | Speaker 1; moderator 1 | Presentation slides; participant notes |
| **10.15–10.30** | 15 min | **Snack & coffee break I** | Break, light refreshments and beverages; preparation for the next session. | Catering team; operator | Snacks; coffee/tea; mineral water |
| **10.30–11.45** | 75 min | **Session 2: Rapid Social Mapping & Field Ethics** | Rapid observation techniques; community walks; brief interviews; field notes; actor–asset–issue matrix; voluntary consent, confidentiality, and field safety. | Speaker 2; moderator 2 | Slides; sample instruments; Q&A session |

02 / AFTERNOON SESSION RUNDOWN

# DETAILED EVENT RUNDOWN

**Instrument practice, synthesis, closing session, and fieldwork preparation**

## B. PRACTICE, SYNTHESIS, AND DAY TWO BRIEFING

| TIME (WIB) | DURATION | AGENDA / SESSION | IMPLEMENTATION DETAILS | PERSON IN CHARGE | EQUIPMENT / OUTPUTS |
|---|---|---|---|---|---|
| **11.45–13.15** | 90 min | **Rest, Prayer & Lunch Break** | Lunch and prayer break, including time for Friday prayers for participants who observe them. Timing may be adjusted to local conditions. | Catering team; LO | Lunch; prayer room/mosque information |
| **13.15–13.25** | 10 min | **Group practice orientation** | Facilitators explain the tasks, expected outputs, group allocation, working procedures, and ethical standards for the simulation. | Facilitator coordinator | Worksheets; groups formed |
| **13.25–14.15** | 50 min | **Session 1 Practice: Initial Social Analysis** | Groups identify actors, institutions, social spaces, assets, inequalities, and social relations in a sample case; develop an initial sketch and observation focus. | Speaker 1; facilitators | Draft social map; observation focus |
| **14.15–15.05** | 50 min | **Session 2 Practice: Instrument Design & Ethics** | Prepare an observation guide and brief interview questions; complete a sample actor–asset–issue matrix; practise obtaining consent and recording information securely. | Speaker 2; facilitators | Draft instruments; matrix; consent procedure |
| **15.05–15.20** | 15 min | **Snack & coffee break II** | Short break and finalisation of group work. | Catering team | Snacks; coffee/tea; mineral water |
| **15.20–15.45** | 25 min | **Day One Synthesis** | Rapid presentations of each group's practical outputs; facilitator feedback; clarification of concepts, instrument quality, and the limits of exploratory findings. | Moderator; speakers; facilitators | Summary of outputs; instrument revision notes |
| **15.45–15.55** | 10 min | **Closing of the day one session** | Summary of learning outcomes, appreciation for speakers and participants, and formal closing of day one by the MC. | MC; organising committee chair | Closing documentation |
| **15.55–16.30** | 35 min | **Preparation for Saturday, 28 November** | Technical field briefing: location (awaiting confirmation), meeting point, departure at 07.30 WIB, allocation of groups/areas, transport, logistics, team roles, ethics, safety, and instrument checks. | Field coordinator; facilitators; LO | Field readiness checklist; finalised instruments |

**Expected outputs for day one:** draft observation guide, brief interview questions, actor–asset–issue matrix, initial map sketch, and the allocation of duties and field protocols for 28 November.

03 / IMPLEMENTATION GUIDELINES

# DETAILED EVENT RUNDOWN

**Operational notes for the organising committee, moderators, facilitators, and participants**

## C. TECHNICAL GUIDANCE FOR EACH PRACTICAL SESSION

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|---|---|
| **Session 1 – practical outputs** | Groups identify actors, networks, social spaces/assets, and potential inequalities. Outputs: initial sketch and observation focus. |
| **Session 2 – practical outputs** | Groups prepare an observation guide, brief interview questions, an actor–asset–issue matrix, and a consent simulation. |
| **Synthesis – implementation method** | Brief presentations by each group; immediate feedback; a list of questions to verify in the field. |
| **Ethical principles** | Voluntary participation; respect refusals; protect identities; secure notes; distinguish observation, residents' accounts, and interpretation. |

## D. FIELDWORK PREPARATION CHECKLIST – SATURDAY, 28 NOVEMBER 2026

| CHECKLIST ITEM | REQUIREMENTS TO VERIFY | PIC / COORDINATION |
|---|---|---|
| **Location & access** | Confirm the location, route, access, and reception arrangements with local representatives. | Field coordinator |
| **Meeting point & time** | Determine the meeting point; according to the booklet, travel takes place at 07.30–09.00 WIB. | Transport team; LO |
| **Groups & roles** | Assign groups, facilitators, interviewers, observers, note-takers, and documentation personnel. | Facilitators; participant coordinator |
| **Instruments & equipment** | Check the observation/interview guides, matrix, stationery, devices, and identification. | Facilitators; participants |
| **Ethics & safety** | Explain consent procedures, privacy, safety, emergency contacts, and local norms. | Field coordinator; facilitators |
| **Communication & logistics** | Confirm LO contacts, transport arrangements, catering, prayer arrangements, clothing, and weather plans. | Logistics team; LO |

04 / SATURDAY, 28 NOVEMBER 2026 • MORNING

# DETAILED EVENT RUNDOWN

## Community-based Practice | Community-based social mapping practice

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|---|---|---|---|
| **Day / date** | Saturday, 28 November 2026 | **Location** | Meeting point: FISIP Palembang; community site: awaiting confirmation |
| **Time / zone** | 07.00–17.00 WIB | **Format** | Observation, dialogue, rapid mapping |

## E. DEPARTURE, COMMUNITY RECEPTION, AND FIELD OBSERVATION

| TIME (WIB) | DURATION | AGENDA / SESSION | IMPLEMENTATION DETAILS | PERSON IN CHARGE | EQUIPMENT / OUTPUTS |
|---|---|---|---|---|---|
| **07.00–07.15** | 15 min | **Attendance & participant check** | Take attendance; confirm groups, LOs, facilitators, and the presence of all members before travelling. | Registration team; LO | Attendance register; group contacts |
| **07.15–07.30** | 15 min | **Logistics check & departure briefing** | Distribute instruments and identification; check stationery, drinking water, first-aid supplies, meeting-point location, and safety procedures. | Field coordinator; transport team | Vehicle checklist; first-aid kit; instruments |
| **07.30–09.00** | 90 min | **Travel to the community** | Depart together from the designated meeting point; brief orientation to the destination area and visitor rules. | Transport coordinator; LO | Vehicles; passenger list |
| **09.00–09.10** | 10 min | **Reception at the site** | Welcome and introduction of committee members, participants, and attending community escorts/representatives. | Field coordinator; hosts | Meeting venue; microphone if available |
| **09.10–09.20** | 10 min | **Explanation of the visit's purpose** | Explain the learning objectives, limitations of exploratory activities, and respect for residents' willingness to participate. | Field team leader; facilitators | Programme information; ethics briefing |
| **09.20–09.30** | 10 min | **Allocation of groups & observation areas** | Assign groups to authorised areas; confirm routes, escort contacts, time limits, and data security. | Facilitators; local LO | Work-area map; role allocation |
| **09.30–09.45** | 15 min | **Field observation orientation** | Facilitators remind groups of the indicators: social spaces, actors, institutions, resources, connections, and signs of inequality. | Group facilitators | Observation guide; worksheets |
| **09.45–10.45** | 60 min | **Observation I: Community Walk** | Guided observation of facilities, public spaces, activities, access, assets, and social interactions; record findings without unnecessary identifying information. | Participants; facilitators | Observation notes; route sketch |
| **10.45–11.30** | 45 min | **Observation II: Actors & Networks** | Identify visible actors, social groups, institutions, and relationships; hold internal group discussions to test initial assumptions. | Participants; facilitators | Actor list; findings on access and issues |
| **11.30–12.00** | 30 min | **Observation Review & Group Check** | Consolidate observation notes, prepare clarification questions, and ensure all members return to the coordination point. | Facilitators; LO | Observation summary; follow-up questions |

**Booklet reference:** The community reception session takes place from 09.00 to 09.30, and phase I data collection from 09.30 to 12.00. The sub-agenda above provides an operational breakdown of these time slots.

05 / SATURDAY, 28 NOVEMBER 2026 • AFTERNOON

# DETAILED EVENT RUNDOWN

**Brief interviews, initial synthesis, conclusion of the visit, and return journey**

## F. COMMUNITY DIALOGUE, PROCESSING INITIAL FINDINGS, AND RETURN JOURNEY

| TIME (WIB) | DURATION | AGENDA / SESSION | IMPLEMENTATION DETAILS | PERSON IN CHARGE | EQUIPMENT / OUTPUTS |
|---|---|---|---|---|---|
| 12.00–13.00 | 60 min | **Rest, Prayer & Lunch Break** | Rest, prayer, and lunch; all groups return by the designated time. | Catering team; LO | Refreshments; access to prayer facilities |
| 13.00–13.15 | 15 min | **Brief interview briefing** | Determine core questions, allocate interviewer/note-taker roles, and explain how to obtain voluntary consent. | Facilitators; field coordinator | Question guide; consent procedure |
| 13.15–14.15 | 60 min | **Data Collection II: Community Dialogue** | Conduct brief interviews only with willing residents; clarify identified actors, assets, relationships, needs, and issues. | Participants; facilitators | Anonymous notes; initially verified information |
| 14.15–14.30 | 15 min | **Note Review & Confirmation** | Separate observed facts, informants' statements, and provisional interpretations; fill important gaps without pressuring people to participate. | Participants; facilitators | Organised field notes |
| 14.30–14.55 | 25 min | **Synthesis I: Social Map Sketch** | Sketch locations of social spaces, assets, and connections; mark information that has yet to be verified. | Group leaders; facilitators | Draft preliminary social map |
| 14.55–15.15 | 20 min | **Synthesis II: Actor–Asset–Issue Matrix** | Complete the actor–asset–issue matrix and record follow-up questions, data limitations, and tentative initial recommendations. | Participants; facilitators | Draft matrix; limitations notes |
| 15.15–15.25 | 10 min | **Ethics Debriefing & Team Check** | Check the security of notes/documentation, respect for residents' privacy, participant headcount, and fieldwork challenges. | Field coordinator; facilitators | Secure notes; final attendance register |
| 15.25–15.30 | 5 min | **Thanks & Farewell** | Thank community escorts/hosts; confirm the activities have concluded without promising outcomes beyond the programme's scope. | Field team leader; LO | Documentation subject to permission |
| 15.30–17.00 | 90 min | **Return Journey to Palembang** | Travel back together; check the participant headcount again and securely store instruments and collected data. | Transport team; LO; facilitators | Passenger list; secured files |

## G. DAY TWO OUTPUTS AND DATA SECURITY

| ASPECT | REQUIREMENTS / EXPECTED OUTPUTS | COORDINATOR |
|---|---|---|
| Preliminary social map | A sketch of observed spaces, assets, relationships, and actors; labelled as an exploratory output, not a comprehensive map. | Group leader |
| Findings matrix | An actor–asset–issue matrix that distinguishes observation notes, residents' accounts, and provisional interpretations. | Group note-taker |
| Reflection & ethics | Record information gaps, the limitations of a brief visit, consent, privacy, and data storage decisions. | Facilitators |

06 / SUNDAY, 29 NOVEMBER 2026 • MORNING

# DETAILED EVENT RUNDOWN

## Palembang City Tour | Learning about culture, urban space, and social interaction

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| **Day / date** | Sunday, 29 November 2026 | **Location** | Meeting point: FISIP Palembang; destinations: to be determined by the organising committee |
| **Time / zone** | 08.00–16.00 WIB | **Format** | City-based learning, reflection, closing |

## H. PREPARATION, CITY TOUR I, AND CITY TOUR II

| TIME (WIB) | DURATION | AGENDA / SESSION | IMPLEMENTATION DETAILS | PERSON IN CHARGE | EQUIPMENT / OUTPUTS |
|---|---|---|---|---|---|
| **08.00–08.15** | 15 min | **Re-registration & Attendance Check** | Check participant and facilitator attendance; share information about the final day's visit route. | Registration team; LO | Attendance register; participant contacts |
| **08.15–08.30** | 15 min | **Route & Safety Orientation** | Explain approved destinations, group movements, meeting points, visitor rules, personal requirements, and documentation ethics. | City tour coordinator; LO | Final route; transport; first-aid kit |
| **08.30–09.15** | 45 min | **City Tour I: Palembang History** | Visit/introduction to the first historical-cultural destination; explanation of historical identity and the urban social context. | Guides; facilitators | Cultural observation sheets |
| **09.15–10.10** | 55 min | **City Tour I: Interpreting Cultural Spaces** | Observe how historical spaces are used; briefly discuss cultural heritage, collective identity, and local representation. | Guides; group facilitators | Cross-cultural reflection notes |
| **10.10–10.30** | 20 min | **Summary & Transition** | Participant questions; documentation in accordance with site rules; transfer to the second segment along the designated route. | LO; travel coordinator | All participants accounted for; authorised photographs |
| **10.30–11.15** | 45 min | **City Tour II: Urban Social Spaces** | Observe facilities, residents' activities, patterns of space use, diversity, and social interaction at the next destination. | Guides; facilitators | Urban-space observation notes |
| **11.15–11.45** | 30 min | **Group Contextual Discussion** | Connect city tour observations with concepts of social structure, actors, access, assets, and sociocultural differences. | Facilitators; participants | Group analysis points |
| **11.45–12.00** | 15 min | **Notes Review & Transition to Rest, Prayer & Lunch** | Reiterate provisional findings and give directions for meals and prayer facilities; check participant numbers. | LO; group leaders | Brief notes; all participants accounted for |

**Booklet reference:** City Tour I is scheduled for 08.30–10.30 and City Tour II for 10.30–12.00. The booklet does not specify particular destinations; the organising committee will determine the route and access.

07 / SUNDAY, 29 NOVEMBER 2026 • AFTERNOON

# DETAILED EVENT RUNDOWN

## City Tour III, final reflection, certificate presentation, and programme closure

## I. FURTHER CULTURAL LEARNING, REFLECTION, AND CLOSING

| TIME (WIB) | DURATION | AGENDA / SESSION | IMPLEMENTATION DETAILS | PERSON IN CHARGE | EQUIPMENT / OUTPUTS |
|---|---|---|---|---|---|
| 12.00–13.00 | 60 min | **Rest, Prayer & Lunch Break** | Rest, prayer, and lunch; adjust group movements for the next segment. | Catering team; LO | Refreshments; access to prayer facilities |
| 13.00–13.45 | 45 min | **City Tour III: Cultural Visit** | Continue the visit according to the final destinations; discuss cultural practices, use of space, and Palembang's urban dynamics. | Guides; city tour coordinator | Cultural learning notes |
| 13.45–14.15 | 30 min | **Cross-cultural Dialogue & Reflection** | Exchange perspectives between Indonesian and international participants on similarities/differences in space, identity, and social experience. | Facilitators; participants | Cross-cultural dialogue notes |
| 14.15–14.30 | 15 min | **Group Assembly & Transition** | Check attendance, collect brief notes, and prepare for the reflection and closing session. | LO; participant coordinator | All participants accounted for; group summaries |
| 14.30–14.50 | 20 min | **Group Reflection** | Brief presentations on lessons from social mapping, community observation, and the city tour; emphasis on data limitations. | Reflection moderator; participants | Key lessons & initial findings |
| 14.50–15.10 | 20 min | **Final Synthesis & Feedback** | Facilitators consolidate learning across the three days; groups present their initial matrices/maps and suggestions for improving the programme. | Facilitator coordinator; moderator | Summary of achievements; feedback |
| 15.10–15.15 | 5 min | **Transition to the Closing Ceremony** | Arrange participants, attending leaders/speakers, certificates, and preparations for the MC and documentation team. | MC; programme team | Closing programme; certificates |
| 15.15–15.25 | 10 min | **Opening of the Closing Session by the MC** | The MC opens the final session, summarises the three-day agenda, and invites the speaker to deliver closing remarks. | MC (bilingual) | Microphone; MC script |
| 15.25–15.35 | 10 min | **Closing Remarks** | Closing message from the organising committee chair/faculty leadership representative, subject to confirmation; appreciation for partners, facilitators, and participants. | Organising committee chair / faculty representative | Podium; documentation |
| 15.35–15.50 | 15 min | **Certificate Presentation** | Present participation certificates and conduct brief documentation; signatures/completion administration if required. | Programme team; administration | Certificates; recipient list |
| 15.50–16.00 | 10 min | **Group Photograph & Programme Closure** | Final photograph, thanks, and formal closing of the entire international short course by the MC. | MC; documentation team; LO | Camera; programme archive |

**Final outputs and follow-up:** Collect the preliminary social maps, actor–asset–issue matrices, reflections, and feedback; compile certificate and attendance records; store field notes securely. The organising committee will confirm the destinations, designated personnel, and closing venue.