

**Determine purpose and the target group:** Determine the purpose of the discussion and who the target group is. It is important to be clear about your objectives and identify which groups are important to engage with. In this case, the target group should consist of government officials, students, freelancers and companies that hire many freelancers.

Location and facilities: Choose a suitable location and make sure that all required facilities are available. For example, provide a good sound system and audiovisual equipment so that the speakers and participants are clearly audible. In addition, it is important to provide sufficient seating and a relaxed atmosphere.

**Send invitations:** Invite the right people and make sure the invitation is clear and attractive. Use different channels to invite people, such as social media, email, and personal face to face invites. It is important to state clearly state that students have an important voice and that the principles of 'reverse mentoring' and 'youth in the lead' are core to the event/process.

**Speakers and moderators:** Select expert speakers and a moderator who can steer the discussion in the right direction. Make sure that the speakers represent different perspectives and that they have the necessary expertise to address about self-employed people's concerns.

**Programme:** Make a clear program and determine the order of the speakers. Ensure that there is sufficient time for discussions and questions from the public and that students' voices are heard.

**Stimulate interaction:** Stimulate interaction between the participants and the speakers. Allow time for questions and discussion and encourage participants to share their own experiences and perspectives.

**Evaluation:** After the Policy Innovation Co-Design Lab, it is important to evaluate what went well and what could be improved. Use the feedback to make future discussion sessions even better.

By following these steps, a successful workshop can be organized to enhance the sustainability of (future) freelancers. One where the voice of students and youth is heard according to the principles of 'reverse mentoring' and 'youth in the lead'. It is, however, important to keep the discussion structured and to ensure that all participants have a chance to share their views.