AI SUMMIT REPORT
STEAL WITH PRIDE CHECKLIST

Need to create an AI Summit Report? Below you'll find a simple checklist with some of the choices you would need to steal with pride our best practice example to creating an AI Summit Report. Of course these are just suggestions. Ultimately your report should be a synthesis of the data and stories shared during your AI Summit, along with the rich insights you've made, so please approach this and share the day's learnings in a manner that suits your needs.

☐ COVER PAGE

Add your organization's name and AI Summit topic to the cover page.

☐ OVERVIEW

Amend this copy to reflect the task and objectives you came together to explore for your AI Summit.

☐ WHAT DID WE DISCOVER?

- Pick 2 – 3 standout stories that were shared during your discovery debrief that captured the essence of the strengths you found during this phase of your AI Summit. Your goal is to make these stories folklore in the organization as examples of this system at its best.
- Use the recording and notes to summarize the other stories shared in discovery presentations.
- If participants completed a sentence for when the system is at its best include these in this part of the report.
- If you wish to use a word art image to illustrate how many times each common success factors were shared, we suggest you try the free tool at www.wordart.com. Using this tool you can increase the size of each word by adding how many times it was shared and choose the style of image you would like it represented in.
- List all of the success factors that were captured on post-it notes and group these under key themes. Try to honor the participant's own language; however, when words are repeated or very similar (eg. 'curious', 'curiosity', 'a curious approach') just represent it once. Try to have no more than seven themes where possible.

WHAT DID WE DREAM OF CREATING?

- Amend the introduction copy to reflect what participants dreamed of during the dream phase of your AI Summit.
- Share some of the best creative examples that can easily be represented in the report such as poems, letters, scripts, etc. that captured the common themes in the dreams.
- Use the participants' dream templates and any recordings of the dreams to summarize the key themes that were shared, and be sure to capture generative images and words in particular. Organize these into the key topics if relevant.
- Tip – If you recorded the presentations and want to also include these in the report use Vimeo or YouTube to host your videos but be sure to set to private so only people with the link from the report can see them.

HOW COULD WE MAKE OUR DREAM A REALITY?

- Amend the introduction copy to reflect the opportunity areas and how might we statements identified for the discovery phase.
- Include the information presented (in the participants' own language) on their how might we templates and prototype pitch templates and add an image of the prototype if you took photos on the day.

WHAT HAPPENS NOW?

The example we've included completed this step individually with each of the prototypes after the AI Summit and so this was not included in this report. However, if this step is completed in the AI Summit we recommend adding it to the bottom of each of the how might we and prototype summaries so the information flows together. Alternatively, you could add it here under the headings 'not yet', 'almost there' and 'ready to start' with the opportunity areas listed underneath and the people taking them forward. There is no "right way" to report an AI Summit – just what's right for the people you are serving.

NEXT STEPS AND RECOMMENDATIONS

Amend this page with your own message of reflection and recommendations for the next two weeks, or steal ours with pride.