



Workshop Logistics

Lemigo Hotel
Kigali, Rwanda
November 9-13, 2013



Approach

Try to figure out every detail and make sure they are dealt with *before* the workshop starts.

Imagine teaching the workshop session-by-session, day-by-day and plan out each and every session.

Someone oversees, but assign duties if possible.



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Logistics are different if...

The details of the logistics are different depending on...

- Is the venue local?
- Do you have a training venue?
- Are the students local?
- Is the venue remote?
- Do the students have to travel?
- Who's paying?



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Sample Checklist

ITEM	SUGGESTED DATES
Pre-Workshop Planning*	Months/Weeks Prior
Initial discussions on workshop/event scope	3 months
Communicate requirements to local host to host a workshop	2 1/2 months
Work with contacts provided by local host to ensure that requirements are met and verified in a timely manner	Start at 2 months
Work with NSRC core staff to finalize instructor team	2 months
Prepare a workshop wiki	12-4 weeks
Assign topics to instructors and create workshop agenda in conjunction with instructor team	4-2 weeks
Assist instructor team with access to NSRC Git repositories as necessary	4-2
Make sure instructor staff book travel	12-4 weeks
Remote lab access	4 weeks
Connectivity	8-4 weeks
Power	8-4 weeks
Lodging and meals	12-4 weeks
Transport	8-4 weeks
Equipment shipping	4 weeks
Books	4-2 weeks
Kit preparation	2 weeks
List of participants	2-1 weeks
Mailing list	2-1 weeks
Network diagrams or other participant submitted documents	2-1 weeks
Social events planning	4-2 weeks
Instructor briefing	2 weeks
Materials to print on-site	1 week
Work with local host to prepare for certificates	2-1 weeks

During the Workshop	Timeline
Workshop preparation day	1 day before workshop
Lead or coordinate opening session	Day 1
Consider an initial, short questionnaire set of questions to determine participant level	Day 1
Verify participant list details	Day 2
Work with local host to create, print and have signed certificates during the week	Day 3-4
Workshop wiki and web site	All week
Videos and photos	All week
Group photo	Before last day
Social media	All week
Materials	All week
Arrange for distribution of workshop books	Last day
Closing exam	Last day
Survey/evaluation	Last day
Event notes	All week
Post Workshop	Timeline
Ensure that local workshop wiki is synchronized back to nsrc.org public copy	Last day
Ensure that workshop group photo is published	Day 4 or 5
Post to Facebook and Google+ a workshop update, or work with NSRC core staff to do this	Last day
Upload photos to photos.nsrc.org	within 1 week
Supply post event notes / report	within 1 week
Follow up on workshop mailing list with appropriate post-workshop items as needed	within 3 to 4 days
Archive the survey, and deactivate it, after a week or so	within 1-2 weeks



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Local hosts

- If it's their the first time things will likely be harder
- Experienced local host or event coordinators are great

Items that might take some convincing

- Power and power strips
- Connectivity
- Address space
- Unfiltered access
- Room security
- Coordination of transport if necessary



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Local hosts

Items that might take some convincing

- Cable drops or cable runs (hotels can be harder)
- Gaffer tape? If you have cables in walk areas
- White boards or flip charts
- UPS – If power is not stable. UPS for core infrastructure
- Projector – Just make sure you can test ahead of time
- Breaks. Who is paying for these? What will they include?
- Water during the workshop
- Trash can (my favorite)



The Participants

The single most important part of this!

- What is your goal? Who are you trying to train? Why?
- How do you get the right people to the event?
- Is there a selection process?
- Do people pay?
- What if someone is not technically adept for the topic?
- Does the local host select. Work with them to announce far enough in advance.
- Ask for feedback to improve.



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Resources List

Available at:

<http://nsrc.org/workshops/2013/nsrc-ubuntunet-trainers/wiki/References>

- NSRC Workshop Planning Pages
 - Links to multiple sample course outlines and the following items:
 - ✓ Workshop Planning Requirement
 - ✓ Workshop Planning Items
 - ✓ Blank Sample Outline
 - ✓ Sample Public Wiki
 - ✓ Sample Wiki Planning Pages
- Trainers manual

And, in general on the NSRC web site you can go to:

<http://nsrc.org/workshops/planning>



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Beak Out Session

Break in to our groups and discuss what you consider to be the main issues when organizing a workshop.

Then we'll discuss this among ourselves as a class.



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