**Pre-Workshop Planning**

* + Initial discussions on workshop/event scope
	+ Communicate requirements to local host to host a workshop
	+ Work with contacts provided by local host to ensure that requirements are met and verified in a timely manner
	+ Work with NSRC core staff to finalize instructor team
	+ Prepare a workshop wiki
	+ Assign topics to instructors and create workshop agenda in conjunction with instructor team
	+ Assist instructor team with access to NSRC Git repositories as necessary
	+ Make sure instructor staff book travel
	+ Remote lab access
	+ Connectivity
	+ Power
	+ Lodging and meals
	+ Transport
	+ Equipment shipping
	+ Books
	+ Kit Preparation
	+ List of participants
	+ Mailing list
	+ Network diagrams or other participant submitted documents
	+ Social events planning
	+ Instructor briefing
	+ Materials to print on-site
	+ Work with local host to prepare for certificates

**During the Workshop**

* + Workshop preparation day
	+ Lead or coordinate opening session
	+ Consider an initial, short questionnaire set of questions to determine participant level
	+ Verify participant list details
	+ Work with local host to create, print and have signed certificates during the week
	+ Workshop wiki and web site
	+ Videos and photos
	+ Group photo
	+ Social media
	+ Materials
	+ Arrange for distribution of workshop books
	+ Closing exam
	+ Survey/evaluation
	+ Event notes

**Post Workshop**

* + Ensure that local workshop wiki is synchronized back to nsrc.org public copy
	+ Ensure that workshop group photo is published
	+ Post to Facebook and Google+ a workshop update, or work with NSRC core staff to do this
	+ Upload photos to photos.nsrc.org
	+ Supply post event notes / report
	+ Follow up on workshop mailing list with appropriate post-workshop items as needed
	+ Archive the survey, and deactivate it, after a week or so

|  |  |
| --- | --- |
|  |  |
| **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 moths |
| 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 |
|  |  |