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