Planning for disasters

SSHOC Examples

IASSIST PRE-CONFERENCE WORKSHOP

SSHOC Open Science & Research Data Management Train-the-Trainer Bootcamp

10 - 12 May 2021

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No registration a week before

- Try a last minute push through mailing lists and partners
- Perform targeted promotion activities
- Send out personal invitations

- Know the a minimal viable number of people you need

- Consider to postpone the event;

- Evaluate what happened (Timing? Communication? Usefulnes?)

Main Trainer unavailable

- Replace the trainers, always have back-up team-members
  → Ensure you receive presentations beforehand
- In some cases: work with pre-recordings of materials

- Cut out the trainers contribution
  → Diversify the training with multiple trainers on board

- Reschedule the event

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The tool you want to use is offline

- Have a back-up (i.e. screenshots or a recording of the tool)

- If you manage the tool yourself:
  - have a dedicated training instance (on a virtual machine)
- If you use other's tools:
  - ask for planning on updates
  - ask for test versions

- Ensure that people have admin rights on their laptops

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Many more participants show up

- Try to enable as many participants as possible to join
  - Ensure that you have enough moderators
  - Have flexibility in the number of breakout rooms;
- Decide on a maximum number beforehand
  - Make registration required
  - Use dedicated links that cannot be shared
  - Do not make links available online directly
- Evaluate the interest
  - consider sharing materials more widely
  - organize a second event

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A lot of (diverse) questions

- Collect all questions in the chat or in a document
- During the event
  - Have a facilitators who moderate and select questions
  - Have experts respond to questions in the chat or Q&A
- After the event
  - Organize an extra Q&A session at a later time.
  - Provide written feedback on the questions with an open document.
  - Note that trainers need to be willing to provide this feedback.
- Include prior knowledge in the event description

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Thank you for your attention!

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