

Worksheet for Aligning Event Goals with Activities

Prepared for Code for Science and Society Event Fund

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How do we connect the goals we have for our events with the things we do inside the event? When you have a purpose, it leads to goals. The purpose of this worksheet is to allow you to feel like you have the resources to link goals and activities in your upcoming event/workshop. This worksheet accompanies [this blog post](#).

What are your goals for your Event Fund CS&S workshops?

Let's take a moment and list them out (in whatever form they're in)

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In 7 words (maximum!), what is the key message that you want to weave through the event(s)?

What do (most of) the event participants already know?

What don't the participants know?

What is in it for the event participants? (i.e. why will they attend?)

Matching Activities to Goals

Now let's look at how you can create activities that help you accomplish your goals.

List out activities that enable these types of goals :

- 🤝 Creating connection between people
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- 🗣️ Transferring information from people to those attending workshop
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- 🧑🎓 Training workshop attendees to be able to do a skill or task
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- 🌫️ Creating a certain kind of environment for people who attend workshop
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-  Attendees making decisions
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-  Gather to do something together
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-  Celebrate
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- [Other goal types]

Example

Open Problem Workshop Goals

Beth Duckles and team held two events for CS&S Event Fund grant and their goals were different for each event:

Initial Scoping Event: (where we co-created the the Open Problem Workshop)

- To scope a larger workshop for data scientists and post academics where meaningful conversations can be exchanged.
- To create a workshop experience that is collaborative, engaging and allows genuine connections to be built between people in data science and people with a PhD from a variety of disciplines.
- To talk about and iterate on a toolkit for cross-disciplinary conversations.

Open Problem Workshop:

- To create a collaborative environment for discussing the fit between the problem of cross-disciplinarity in data science, and the insights of PhDs from outside data science.
- To foster personal, direct interaction between experts who have different backgrounds.
- To set norms around interactions in a cross-disciplinary environment.
- To pilot the Open Problems Workshop Model

Below, Beth has tied what they did in the workshop back to each of these goals.

Initial Scoping Event:

- To scope a larger workshop for data scientists and post academics where meaningful conversations can be exchanged.
 - We asked people to brainstorm ideas
 - We made decisions
 - We broke into groups to help plan the second workshop
 - We asked people who attended this to lead sections of the Open Problem Workshop
- To create a workshop experience that is collaborative, engaging and allows genuine connections to be built between people in data science and people with a PhD from a variety of disciplines.
 - We used a code of conduct and created cross-disciplinary guideposts
 - We solicited people from both data science and for folks with a PhD.
 - We had breakouts to help create connection online
- To talk about and iterate on a toolkit for cross-disciplinary conversations.
 - We asked for feedback on our cross-disciplinary guideposts and used that
 - We used feedback to make our second workshop better
 - We talked about what worked and what didn't in our final white paper

Open Problem Workshop:

- To create a collaborative environment for discussing the fit between the problem of cross-disciplinarity in data science, and the insights of PhDs from outside data science.
 - We did a fishbowl experience to encourage conversation and cross dialogue among groups
 - We highlighted the skills of everyone in the room
- To foster personal, direct interaction between experts who have different backgrounds.
 - We gave several breakout rooms with specific instructions so that there was a lot of discussion and dialogue.
 - We raised up people from a variety of backgrounds
- To set norms around interactions in a cross-disciplinary environment.
 - We used the updated cross-disciplinary guideposts
- To pilot the Open Problems Workshop Model
 - We shared our information openly in the [Cross-Disciplinary Toolkit](#)