

Checklist: Organisation of in-person events

What?	When and where?	Done?
Book a venue		
Determine which technical equipment is required		
Check the equipment of the event location		
Check whether there are enough power sockets available		
Set up WLAN for guests		
Order video or photo shoots		
Test the equipment a few days before the event		
Print out handouts, worksheets, feedback forms and materials or make them available online		
Check if there are enough flipcharts and pin boards available and prepare them		
Check access to the room (handicapped accessible)		
Place signs to the event room in the building		
Check parking possibilities		
Find and inform helpers before the event		
Locate gender-neutral toilets, prayer room and maternity room		
Identify communication channels		
Advertising (e.g. via social media)		
Prepare online presence		
Prepare registration procedure		

# TRAIN-THE-TRAINER-CONCEPT ON RESEARCH DATA MANAGEMENT

What?	When and where?	Done?
Send event information to the known mailing lists		
Send registration confirmations including the key event data to the participants		
Send a reminder to the participants 1-2 days before the event		
Prepare name tags		
Print participant list		
Organize catering (e.g. coffee and biscuits)		
Inform participants about emergency exits, catering and toilets		
Obtain consent for video, photo, or live streaming		
Distribute feedback forms to fill out or provide the link for the online version		
Take photos of the flipcharts and other non-digital materials and results (photo protocol)		
Distribute digital training materials and photo protocol after the event		
Hand over or send participation certificates		

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