Checklist: Organisation of online workshops

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| --- | --- | --- |
| What to do? | When and who? | Done? |
| Set up virtual meeting room |  |  |
| Decide, which additional tools will be needed |  |  |
| Check functionality of conference tools |  |  |
| Prepare camera and microphone |  |  |
| Check and ensure internet access (preferably via LAN) |  |  |
| Test whole infrastructure a few days before the workshop |  |  |
| Provide links to handouts, worksheets, evaluation and other material |  |  |
| Find and inform helpers in advance |  |  |
| Identify channels of communication |  |  |
| Advertise (e.g. via Social Media, institute’s website, etc.) |  |  |
| Prepare landingpage (if applicable) |  |  |
| Prepare registration |  |  |
| Send event information to all relevant mailing lists |  |  |
| Send registration confirmation, as well as event timeline, table of content and access information to all participants |  |  |
| Send event reminder one to two days before the workshop to all participants |  |  |
| Have the participants sign a declaration of consent form for video and/or photo recordings |  |  |
| Create evaluation form |  |  |
| Create screenshots and/or export workshop results (Photo protocol) |  |  |
| Share the lecture (and additional) material and the photo protocol after the event |  |  |
| Send confirmations of participation |  |  |

Based on Bezjak et al.: *Open Science Training Handbook*. 2018. [DOI: 10.5281/zenodo.1212496](https://doi.org/10.5281/zenodo.1212496)