Template: Checklist organisation of workshops

| 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 |  |  |
| 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 |  |  |

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