# Event Guide

## Target Audience

Senior Researchers, Lab Managers, Postdocs and PhD Students.
No previous experience with DMPs required.

## Trainers

João Cardoso (BioData.pt/INESC-ID)
Daniel Faria (BioData.pt/INESC-ID)

## Agenda

9:30 Welcome address (Daniel Faria & João Cardoso)
9:40 Introduction to Data Management in Science (Daniel Faria)
10:30 Coffee Break*
10:45 Demystifying Data Management Plans (João Cardoso)
11:05 Introduction to the Hands-On DMP Exercise (João Cardoso & Daniel Faria)
11:20 Hands-On DMP Session (steps 1, 2 and 3)
12:20 Lunch break*
13:30 Hands-On DMP Session (steps 4 and 5)
14:30 Group  presentations and discussion
16:15 Coffee Break*
16:30 Group Evaluation
17:00 Farewell address

* Meals are not provided by the workshop. They have to be acquired at the IST cafeterias or bars.

## Introduction to Data Management in Science

This introductory talk will contextualize the Ready for BioData Management activity by explaining the need for and the benefits of good data management practices in science, as well as detailing such practices.

## Demystifying Data Management Plans

This talk will demystify DMPs by dissecting their structure and contents, and elaborating on the concerns that should be kept in mind when filling them.

## Hands-On DMP Exercise

The hands-on DMP exercise is a group activity where participants fill in a DMP for a mock project in several steps, according to the exercise guidelines. Participants will be divided into groups of 5-6 elements, resulting in a maximum of 6 groups. Groups should discuss the topics of each of the steps in detail, and can ask for help from the trainers by spending a "help" token. The DMPs will be filled-in by sticking post-its on a DMP canvas.

## Group Presentations and Discussion

After groups have finished elaborating their DMPs, each group is expected to make a brief presentation of their DMP, emphasizing the key difficulties and/or points of discussion within their group. The presentations are open to discussion from all participants, as well as the trainers.

## Group Evaluation

To finalize the exercise, the trainers will provide feedback to the groups on the quality and completeness of their DMP and elect the best group. The classification criteria will be the following:
1. Content relevance
2. Content content completeness
3. Content detail
4. Presentation
5. "Help Token" usage

## Materials (Provided)

- Pens, notepads & post-its
- Printed A1 DMP Canvas
- Printed project summary
- Printed exercise guide
- Printed "Help Tokens" (5 per group)
- Coloured badges identifying the groups

## Infrastructure (Required)

- Classroom organized into group tables with projector and white board