

Data Help Desk Volunteer Guidelines

Thank you very much for volunteering to take part in the Open Science & Data Help Desk at EGU24, to be hosted during the EGU General Assembly! Please read the guidelines and tips below in their entirety. Contact kvrouwenvelder@agu.org with questions.

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Tell others about the Data Help Desk

We need your help to tell others about the Data Help Desk starting now through the end of the event. Please share via:

- **Email:** [Here](#) is some text you can share about the event.
- **Twitter:** Use #DataHelpDesk and #EGU24. Below are some suggested tweets, but feel free to create your own!
 - Do you have #OpenScience or data-related questions? Ask the #DataHelpDesk during #EGU24 (April 15-19) at Exhibit Booth #X212
 - Want to learn more about FAIR and open data? The #DataHelpDesk is here for you during #EGU24! Come to Exhibit Booth #X212
 - Looking for data? The #DataHelpDesk is here for you during #! Visit the #DataHelpDesk at Exhibit Booth #X212
 - Excited to be a data expert for the #DataHelpDesk during #EGU24 (April 15-19) at Exhibit Booth X212
- **Short recording shared a week in advance of the event:** We would love to see some folks do a quick ~15 second video recording of themselves briefly sharing that you will be involved in and your excitement for the Virtual Data Help Desk. No need to be fancy - record yourself on your phone and then tweet with #DataHelpDesk and #EGU24. One idea could be to say “Ask me about [fill in your data expertise] by submitting your question to the #DataHelpDesk #EGU24: [Slack form link]”

Answer Data & Software Questions (In-Person)

Between April 15 and April 19, you can answer data and software-related questions at our in-person Open Science & Data Help Desk venue, booth #X212. After you fill in the volunteer form with times that you are available, we will get back to you with a specific time slot for you to

be there for. At the desk, you'll have a seat and we will have reliable internet access in case you would like to bring your laptop to share any resources on it. You'll answer and/or record any researcher questions. A lot of times, you may be asked "What is the Data Help Desk?" and, upon answering, you'll be able to mention specifically what you can help with.

Share a Demo (In-Person)

We are also looking to feature demos of tools and resources that might help researchers with finding, managing, visualizing, analyzing, publishing, or citing data or software. This is not an exhaustive list - remember the goal of this event is to help researchers learn about skills and techniques that will help them further their research and make their data and software open and FAIR. These demos will also take place at the Open Science & Data Help Desk located at Exhibit Hall booth #X212 and will be scheduled in specific time slots based on availability as marked in the volunteer form.

We recommend that your demo not be longer than 10 minutes in length, though this is not a firm limit. Please note also that internet bandwidth may be limited, so it may be best to take screenshots or create slides, rather than to do a live demo.

You will also be responsible for providing your own laptop and dongle for connecting to the monitor, likely via USB.

Key topics to cover in your demo:

- Resource Name
- Description of what the resource does and who it is for. Is it for researchers from a certain domain?
- How can the resource be accessed?
- Contact information to learn more.
- Mention/show funding support.

For repositories, here are some more specific questions you could address:

- What types of data does your repository accept?
- Does the archive accept data from any funding stream, or just from NSF-funded projects (for example)?
- Are there any restrictions on data that are accepted (e.g., data sets > 1 TB can't be accommodated, or repo won't accept model output)?
- What metadata standard does your repository use?
- What is the procedure by which a scientist submits metadata (e.g., via Word template)
- Are there personnel at the repository who can help a scientist get their data and metadata archived?
- When should a researcher engage with your repository?
- Does your repository offer any training opportunities?
- What license(s) does the repository support?

- How much does it cost to deposit a dataset in your repository?

Answer Data & Software Questions (Online)

Questions will be received online via a form found at <http://sgiz.mobi/s3/Data-Help-Desk-Questions>.

Any questions that do come in will automatically be posted to the ESIP Slack Workspace in the #datahelpdesk-experts Channel. You will need to join to see and respond to questions. If you are not a member of the ESIP Slack Channel, contact staff@esipfed.org to get an invite. Then, find and join the #datahelpdesk-experts channel. This will be a place for crowdsourcing answers and backchannel conversation amongst experts. Organizers will monitor questions and expert input and make sure input is communicated back to those who originally asked the question.

Code of Conduct

Participating in this event, which is part of #EGU24, implies that you agree to adhere to [EGU's Meetings Code of Conduct](#), as well as [ESIP's Community Participation Guidelines](#).