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1 Introduction

This is the first real chapter.

1.1 Why this Knowledgebase?

TBD

1.2 How to Navigate?

TBD

2 About useR!

2.1 The useR! Conference

useR! conferences are non-profit conferences organized by community volunteers for the community, supported by the R Foundation. Attendees include R developers and users who are data scientists, business intelligence specialists, analysts, statisticians from academia and industry, and students. The user! 2021 conference will be the first R conference that is global by design, both in audience and leadership. Leveraging a diversity of experiences and backgrounds helps us to make the conference accessible and inclusive in as many ways as possible and to grow the global community of R users giving new talents access to this amazing ecosystem. Being virtual makes the conference more accessible to minoritized individuals and we strive to leverage that potential. We pay special attention to the needs of people with a disability to ensure that they can attend and contribute to the conference as conveniently as possible. Going fully virtual and global allows us to re-imagine what an R conference can offer to presenters and attendees from across the globe and from diverse backgrounds.

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2.2 The Team

TBD

2.3 Sponsors

TBD



Figure 1: Past useR! Conferences
3

2.4 Contributors

TBD

3 TL;DR Checklist

TBD

4 Before the Conference

4.1 Step 1 - Admins Initiate the Conversation

4.2 Step 2 - Identify your team

4.3 Step 3 - Set roles for your team

4.4 Step 4 - Mode of the Conference

- Online (Virtual) Conference
- Offline (In Person) Conference
- Hybrid Conference

4.5 Step 5 - Venue & Logistics

- Date or Duration
- Budgeting
- Expected Participants
- Venue or Conference Tools
- Vendors and Technical Support

4.6 Step 6 - Potential Speakers

- Call for Abstract
- Shortlist abstract
- Notify Speaker

4.7 Step 7 - Agenda

- Keynote
- Tutorials & Workshops
 - Regular Talks
 - Elevator Pitches
 - Panels and Incubators

4.8 Step 8 - Registration Process

- Pricing
- Registration Portal
 - Academic / Corporate / Independent Researcher
 - Financial Aid Program
 - * Students
 - * Based on Income Index

4.9 Step 9 - Sponsors & Promotion Campaign

- Social Media
- Corporate Sponsors
- Media

4.10 Step 10 - Host the Conference

5 During the Conference

5.1 Step 1 - Get in Touch with Speakers

5.2 Step 2 - Ensure the Agenda is Followed

5.3 Step 3 - Provide Support to Attendees

6 After the Conference

6.1 Step 1 - Collect Feedback

- Likes and Dislikes
- Overall Opinion
- Changes or Improvements

6.2 Step 2 - Edit and Upload Conference Materials

TBD

6.3 Step 3 - Measure Impact

TBD

6.4 Step 4 - Reflection & Resolutions

- Appreciate the team effort
- What went well?
- What went wrong?
- What to Improve?

6.5 Step 5 - Update the Knowledgebase

7 Frequently Asked Questions

TBD

8 Contribute

8.1 Contribute to useR!

Now let's talk details.

8.2 Contribute to Knowledgebase

Now let's talk details.

9 Conclusion

If you've made it this far you should now have at least some basic ideas knocking around in your head for hosting a successful useR! conference. Treat this as what it is – a knowledgebase containing all the do's and don't from years of planning useR! to make sure you can organize it without a hitch. Well, as close to without a hitch as a large conference as useR! is capable of going.

10 References

- Previous Conferences
- Bookdown homepage
- How to get started with Bookdown
- KnowledgeBase Project Idea
- set of HOWTOs written by Forwards
- event best practices written by Forwards
- blog post by the useR! 2021 diversity team
- satRdays knowledgebase
- DISCOVER cookbook