DHRI Resource Gathering Activity

The purpose of the following list of questions is to help you to prepare for sessions on building your own DHRI (Digital Humanities Research Institute).

Needs and Opportunities

- What is going on at your organization or institution that makes this a good time to present a DHRI? Are there initiatives, funding opportunities, job calls, new centers, curricular changes afoot? What is the organizational context for your DHRI?

People

- Who do you think will want to participate in your DHRI?
  - What time do they have available?
  - When can they meet?
  - What background or experience do they have?
  - Has anyone participating had the opportunity to attend a DHRI?
- What administrators care? Why?
- Who are your potential collaborators?
  - Library?
  - Teaching and Learning Center?
  - IT?
  - Computer Science or Information School?
  - Other DH practitioners in a working group?
  - Local organizations that do code workshops?
  - Local DH regional chapter or group with connections?
  - Any others who are interested in your work who may want to participate?
- Who owes you a favor?
- Who will want to know that you are doing this?
- Who can't participate now but may be willing to participate in the future?
- Who has run something similar at your institution in another college, other division, other conference?
- Who might you draw on for administrative, logistical, or other support in order to run the workshops?
- Who is an advocate for the work you are doing? How might you call on their help to fill in gaps?

Spaces

- What rooms are available to you? For how long?
- Can you partner with another organization on campus to get access to space?
- Does this space already have computers or will you need to find other computers to use?
- Does the library or your department have space to lend to you?
- Does this space have internet access? Wireless? Are there network restrictions that will impact your participants?
- What does the space look like (rows of computers, moveable desks, fixed desks)?
- Is there a whiteboard or chalk board? Projector? Speakers?

Computers / Infrastructure

- Are you going to have participants install software on their computer or will you use cloud computing resources?
- Do you have computers available for participants to use? Will your participants bring their own computers?
- Do you have access to an IT department that can either lend computers to you or help install software on machines or give you access to cloud computing resources?
- How will you handle technical problems as they arise? Is there an IT program or other support network in place that you can have "on call" in case something goes wrong?
- Will you be asking participants to install software before they arrive or during the days that they are with you?
- Are there restrictions on downloading and installing software?
- Does your IT department provide cloud computing resources? If not, can you use other online resources?

Schedule

- What times of year could you schedule your DHRI?
- Would you be able to schedule consecutive full days, or would the workshops need to be spread out?
- Are you planning on in-person, online or a mix?

Funding

- Does your organization have professional development money that it could use to pay for instruction or for time off for participants?
- Will you provide snacks or other refreshments?
- How will participants get back and forth to workshops?

- Are there grants that you can apply for within your organization or externally that will help offset some of your needs?
- Will you be able to purchase supplies such as post it notes, flip charts, markers, index cards? Is there someone who might be willing to donate supplies from their department or unit?