

Global Day of Coderetreat 2013

Instructor Training Notes

Host Training

- Sponsorship
 - Global
 - Coderetreat Community Contribution Fund (c3f)
 - Most of GDCR Sponsorships funds go to c3f
 - Local
- **All global activities are optional !!!!**
- Host & Facilitator are two different people - don't try to do both unless you have done both before
- Organizing (before the event) responsibilities
 - Find local sponsors
 - Venue
 - Lunch
 - Collect and manage registrations
 - Suggest opening registration November 14th (one month before the event)
 - Advertise and market the event
 - List on coderetreat.org
 - Help us track your event
 - Enter information in the infamous "Locations Spreadsheet" when it becomes available
- Day-of host responsibilities
 - Ordering and setting up lunch
 - Coordinating video chats
 - Posting on Twitter
 - Taking pictures
 - Ensuring facility access
 - Running the sponsor slides between breaks
 - Manage giveaways (raffles)
- Video chats
 - Coordinating video chats is tricky (and historically chaotic)
 - Bob Allan (@curiousagilist) is coming up with ways to better coordinate video chat this year.
- Contests
 - Experimental this year
 - Designed to generate excitement for GDCR
 - Make people feel more like a member of the global community
 - Delete Your Code contest -
<http://coderetreat.org/profiles/blogs/delete-your-code-video-contest>

- Resources
 - Hosting Guide - <http://gdcr.coderetreat.org/hosts/guide.html>
 - Hosting FAQ - <http://gdcr.coderetreat.org/hosts/faq.html>
 - Media Pack - http://gdcr.coderetreat.org/hosts/media_pack.html
 - Mailing Lists

Facilitator Training

- Start with introductions
- Sponsorship
- Exercises
 - No good global catalog
 - Keep it simple for new facilitators
 - Nice to have some go-to exercises for everyone
- the training sessions are informal, don't add too much structure

Scheduling Trainings

- Schedule host trainings in October
- Schedule facilitator trainings in November, December

Action Items

- Setup a way for people to suggest c3f recipients - Jim
- Send instructor emails to all instructors - Jim