

Global Day of Coderetreat 2013

Day-Of Instructions/Guidelines

This document contains information for participating in Global Day of Coderetreat 2013 activities.

Note: This may seem like a lot, but past experience shows it doesn't have a significant impact on the flow of the day. While participation in global activities is encouraged, please remember that all activities are optional. Your primary role is to make the local event as enjoyable as possible for attendees. The global activities are intended to augment the enjoyment of the day, not to be the primary focus of the day.

Suggested Schedule For The Day

Coderetreat tends to run smoothly, but it can feel like a lot when you mix in the global aspects of the day. Don't worry, most all the activities are very short. Here is a suggested schedule that you can follow.

- People arrive
 - Show slide deck on screen
 - Update Coderetreat Live that you are starting
- Begin introduction
 - Show sponsors video (also okay to do this at lunch)
 - Show video from Corey welcoming everyone to Global Day
- Morning Sessions
 - Show slide deck on screen during breaks
 - Have a quick video call with another city during a morning break
 - Update Coderetreat Live with session information
- Lunch
 - If you did not show JetBrains video in morning, show now
 - Show slide deck on screen during breaks
 - Have a quick video call with another city during lunch
 - Update [Location Spreadsheet](#) with actual attendance numbers (in Column V)
 - Update Coderetreat Live that you are at lunch
- Afternoon Sessions
 - Show slide deck on screen during breaks
 - Have a quick video call with another city during an afternoon break
 - Update Coderetreat Live with session information
- Closing Circle
 - What, if anything, did you learn today?
 - What, if anything, surprised you today

- What, if anything, will you take with you?
- Sponsor giveaways raffle
- Update Coderetreat Live that your event is done
- Be proud for taking part and hosting a wonderful day of practice!!

Video Calls With Other Cities (and other ways to connect)

Part of Global Day is having a couple quick video calls (skype, google hangout, etc) with other cities to say hello. It can be fun to have a call at the start of the day with a city that is just ending. That way, you can pass the “global baton” around the world. When doing a call, make sure it is fast. Just a quick “Hello from <your city>! Have a great day!” Too long of a call can be awkward. :)

Coordinating

- We have an IRC channel set up on FreeNode. **#coderetreat** You can use this channel to see if anyone is available and interested to have a quick call.
- We will publish a timeline closer to December 14th which you can use to find out what locations are running around the same time as yours (see last year’s [timeline](#) for an example).

Global Sponsor Giveaways

We have some great sponsor giveaways and support.

Raffle for one person at each event

Several companies are providing something to give to **ONE** lucky participant at your location:

Pragmatic Press (www.pragprog.com)

What: 25% off anything they publish

How: They can use promo code `globalcoderetreat2012` when purchasing.

Expires: **December 31st, 2012**, so they should use it soon.

Giveaway for everyone

Some companies provide a benefit to **ALL** attendees of Global Day of Coderetreat events:

O’Reilly (www.oreilly.com) is giving away a free ebook to *everyone*!.

Showing The Global Sponsor Video (and other videos)

We will create a Youtube playlist with all of the videos, including any global sponsor videos.

Part of the global sponsorship package includes a 3-minute video. If we do get a global sponsor, please help support the global nature of this event by showing the video. It is focused on a welcome to the day, so we suggest you **play it at the beginning of the day**, before you begin your introduction. However, depending on how your schedule works, **lunch is also fine**.

All videos are shared on the coderetreat.org site:

- Delete Your Code!
 - <http://coderetreat.org/video/video/listTagged?tag=deleteyourcode>
- Videos which are fun to show at lunch time
 - <http://coderetreat.org/video/video/listTagged?tag=lunch>

Slide Deck

The slide deck (either Global or Local) should be shown at the following times during the day. Have it running on the projector or other visible place.

- Beginning of the day, while people are getting ready
- Morning Break
- Lunch time
- Afternoon Break
- End of day, after closing circle, while people are socializing

You can find detailed instructions for [preparing and using the slide deck here](#).

Coderetreat Live Status Website

URL: <http://live.coderetreat.org>

This website will allow you to show the progress of your event real-time during the day. You will receive a unique update URL for your city on the [Location Spreadsheet](#) in column Z. This will take you to your administration page to keep your event's status updated. This was an awesome part of last year, as you could watch the coderetreat events happening around the world.

How to use?

The status update page for your location is straight-forward. You can change the status to one of the non-session statuses (at lunch, on break, finished) by the buttons on the right.

When you start a session, just fill in the large text area with a description/constraints, and click “Start” This will change your status to “In Session” and display the constraints on the first page.

When you are done for the day, please remember to click “Finished” on the right hand side to set your event as done.

Coderetreat Live! is an open source project located at
<https://github.com/coderetreat/coderetreat-live>