

1. Make a copy of the Google Drive folder with its contents to a destination folder. The repository should contain at least:
 - A document “Instructions for evaluators (interface)”.
 - 4 copies of the MemSum_Human_Evaluation notebook (removing the last two blocks that contain “for team carrying out the reproduction” in the name), with the following names:
 - MemSum_Human_Evaluation_1.ipynb,
 - MemSum_Human_Evaluation_2.ipynb,
 - MemSum_Human_Evaluation_3.ipynb,
 - MemSum_Human_Evaluation_4.ipynb
 - A spreadsheet where email addresses can be assigned to a notebook.
 - A file wiki_unigrams.bin, which contains the sent2vec Wiki unigram model (from [this repo](#)).
2. The name of your destination folder should start with “2025_ReproNLP”. Update the links to the notebooks in the Annotators_notebook_assignments spreadsheet.
3. Collect emails of participants, and assign them to a notebook in the Annotators_notebook_assignments spreadsheet.
4. Share the destination folder with each annotator as “Editor” (so they can save their evaluations). For added safety, you can limit the access to the individual Notebooks to the assigned annotator.
5. Do not change the names of the Notebooks (or if you do, adapt the code).
6. Ask the annotators to read and follow the instructions in the “Instructions for evaluators (interface)” document.