



## Developing and Implementing a WeDigBio Event

The intent of this document is to provide guidance for leaders of WeDigBio on-site transcription blitz events. Other materials are also available on the WeDigBio website, [wedigbio.org](http://wedigbio.org). Feel free to edit or modify to suit the needs of your institution. This document can be used in conjunction with the Tasklist and Timeline.

### Registering my event

Event pages are where interested participants can find an event near them and where you can point your volunteers for information. We request that all event hosts create an event page. In a change from previous years, all event hosts will now be in charge of creating and managing their own event pages on [SciStarter](http://SciStarter). We'll use that information to populate event info on WeDigBio.

To create an Event in SciStarter:

- Sign up at [scistarter.com](http://scistarter.com) from the link in the top right.
- Select [Event Finder](#), then [Add an Event](#), from the upper right.
- Complete the form, providing as much detail as you can. **\*\*Be sure to include "WeDigBio" somewhere in the form. This will enable us to programmatically search for your event.\*\***
- If your event is private, e.g., in your classroom, complete the "How to register" box with text along the lines of, "This event is private. To find a public event near you, or to host an event at your school or institution, visit [wedigbio.org](http://wedigbio.org) to learn more."
- Feel free to use text from the [general WeDigBio event page](#). An [example event can be found here](#).

### Recruitment

Ideas for how to recruit volunteers for your onsite event and information pertinent to hosting volunteers.

- Local media, e-mail listservs, and institutional communication methods. General Information found in the Media Kit document may be useful for this.
- [Facebook](#), [Twitter](#) (@wedigbio), and other social media. Social media content is available in the Media Kit.
- Advertisement at local colleges and universities, senior centers, naturalist and environmental groups, etc.

## **Facility and Technology**

Consider the following logistical details for event space and connecting to WeDigBio.

- Reserve the space in which to hold the event.
- Find out if your institution requires volunteer waivers, photography waivers, or other agreements.
- With moderate advertising effort, we have had ~20 volunteers at each previous blitz event. This may be a good number for you to plan for as well.
- Work with your IT Department on internet connectivity
  - It is often the case that WiFi networks are limited in the number of devices that may connect to them. If possible, test this number with laptops and tablets. This is mainly a consideration if you are asking participants to come with their own devices as opposed to working in an established computer lab.
  - If using a computer lab, establish logins.
- Reserve workspace with sufficient seating.
- A room with a large monitor to log onto the WeDigBio website to follow blitz progress is encouraged.
- Parking.
- Accessibility.

## **Event details**

Optional considerations for the event.

- Refreshments.
- Prizes or other giveaways to go along with the games.
- Documentation / Tutorial for transcription tool being used.
- Tour of the collections.
- Talk by, or Q&A with, local scientist.
- Plan to have the appropriate materials and supplies for holding the event: transcription training handouts, games, volunteer waivers, institution-specific information (e.g., brochures describing your collection)

## **Suggested schedule for day of blitz**

Past blitzes we have had have been ~4 hours long, following the schedule below.

Depending on your volunteers you may find a shorter (e.g., to fit into a university course schedule) or longer (e.g., to accommodate a fluctuating audience over the course of a day) time period is better.

8-8:20am Introduction to natural history collections generally as well as specific information for the current location. Describe WeDigBio and show the features of

WeDigBio.org, including the regularly-updated map, live stream of images of transcribed specimens, and social media feeds. Point out bathrooms, describe the schedule for the day, and demonstrate an example of a transcription with the chosen online tool.

8:20-8:30 As a group, navigate to the transcription center website, establish logins (if necessary), and slowly go through a transcription. Circulate among the group to ensure everyone understands.

8:30-9:00 Allow the group to transcribe at their own pace. Circulate and answer questions.

9:00-9:30 Introduce the first game. Go over rules and allow 30 minutes for completion.

9:30 Award prizes for game, then return to transcribing.

10:00-10:15 Coffee break.

10:15-10:45 Introduce a second game.

10:45 Award prizes for game, then return to transcribing.

11:15 Introduce final game.

11:45-12:00 Award prizes for game. Ask participants to complete online survey. Group picture. Distribute thank-you gifts.

*Throughout event:* Take photos, share noteworthy specimens/transcriptions to WeDigBio via social media and encourage volunteers to do so as well, and watch progress of and interact with other participating groups on WeDigBio.org

### **After the blitz**

- Clean up.
- Complete post-event host survey.
- Write up the event details in a blog post, newsletter article, or other format. Please share these with us!
- Grab a beer with other organizers.

Descriptions of past events can be found here:

[WeDigBio 2016](#)

[WeDigBio 2015](#)

[iDig'dBio@ FSU's Herbarium Imaging Blitz a Success!](#)

[Simultaneous Transcription Blitzes a Success!](#)

[Florida State University Transcription Blitz with Florida Native Plant Society](#)

[Smithsonian Institution, National Museum of Natural History Bumble Bee Blitz](#)



