

Responsibilities of the ArchivesSpace Forum Host Institution

Based on past forum experiences, these are the areas and activities we've identified as most essential to a forum's success. There is plenty of flexibility in how they are carried out, but in general it is important to work through these areas when planning a forum.

Facility

- Room(s) of appropriate size for expected attendance with chairs (required) and tables (optimum)

Audio Visual Requirements

- Free Wifi
- Digital Projector
- Way for presenters to connect their laptop or external drive to the projector
- Sufficient outlets for attendees to easily charge their laptops

Food

- Morning and afternoon refreshments
- Lunch (optional)
- Provide a list of lunch options (if lunch is on your own)

Planning Group and Program Content

- Distribute a call for participation for the planning group and share to appropriate channels
- Once organized, hold regular in person or online meetings of the planning group
- Determine a program structure
- Determine session and lightning round speakers via either an open call for participation or direct solicitation
- Communicate with presenters (inquire; confirm; communicate expectations and instructions)

Registration

- Facilitate registrations through Eventbrite or other online registration program

Promotion

- Create or identify an iconic image to represent the forum (for registrations, program, swag, and wiki)
- Distribute a forum announcement with registration information
- Include all program and logistical information on a forum page in the ArchivesSpace wiki for attendees to reference.

Print Materials

- Printed program
- Name tags

Host Forum

- Manage the activities on the day of the forum
- Provide a welcoming and safe environment for all attendees
- Follow the [Code4Lib Code of Conduct](#) and require adherence by attendees

Post-Forum Survey

- Send a post-forum survey to attendees
- Provide the ArchivesSpace program team with results of the post forum survey
- Attend a virtual meeting post forum to debrief with the ArchivesSpace Community Engagement Coordinator