

# ArchivesSpace Forum Agenda

## ArchivesSpace Forum Agenda Templates

Templates for full or half day forums are provided below. They are suggestions and can be used as is or only as a starting point as you plan your own ArchivesSpace forum. This type of agenda proposes to encourage the most community participation and engagement from the host institution, planning team and attendees. For more forum examples, follow the links below to view past forums. Once you host your event, please consider sharing your template with us.

### Past Forums:

[Boston Regional Forum](#)

[Southern California Regional Forum](#)

[Kansas City Regional Forum](#)

[Southeastern Regional Forum](#)

### Half Day Forum Template:

Time	Location A
8:30am-9:00am	Check-in and morning refreshments
9:00am-9:10am	Welcome remarks
9:15am-10:35am	<b>Show Us Your Implementation Session</b>  A selection of presentations from attendees introducing their particular implementation of ArchivesSpace, current implementation hurdles, lessons learned and goals for the future.  Q&A Session to follow

10:40am-11:30am	<p><b>Birds of a Feather Discussion</b></p> <p>A time for small group discussions, moderated by members of the planning team</p> <p>or</p> <p><b>Show and Tell</b></p> <p>Demos of plugins or workflows created by fellow community members</p>
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**Full Day Forum Agenda Template:**

Time	Location A
8:30am-9:00am	Check-in and morning refreshments
9:00am-9:15am	Welcome remarks
9:15am-10:35am	<p><b>Show Us Your Implementation Session</b></p> <p>A selection of presentations from attendees introducing their particular implementation of ArchivesSpace, current implementation hurdles, lessons learned and goals for the future.</p> <p>Q&amp;A Session to follow</p>
10:40am-11:30am	<p><b>Birds of a Feather Discussion</b></p> <p>A time for small group discussions, moderated by members of the planning team</p> <p>or</p> <p><b>Show and Tell</b></p> <p>Demos of plugins or workflows created by fellow community members</p>

**Lunch**

11:30am-1:00pm	<b>Lunch can be on your own or catered</b>
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**Afternoon Activities**

<b>Time</b>	<b>Location A</b>	<b>Location B (optional)</b>
1:00pm-4:00pm	<p><b>Workshop A</b></p> <p>Workshop instructor can be a member of the planning team, a volunteer from the ArchivesSpace community or a member of the ArchivesSpace program team if an application for In-Kind Assistance has been approved.</p> <p><b>Pre-registration Required</b></p>	<p><b>Workshop B or additional demonstrations and presentations</b></p>
4:00-4:30	Closing Remarks	