

OHBM 2021 BrainHack schedule draft:

<https://ohbm.github.io/hackathon2021/schedule/>

Two time slots: 1AM-6AM UTC (codename: **Rising Sun**), 2PM-7PM UTC (codename: **Atlantis**)

Volunteer form: <https://forms.office.com/r/bEJqD8jTQ>

Leading roles

Social media leads

Team members: 2 per time slot

Work begins: May

Role description: [here](#)

Short “Ad” / Gist:



Would you like to share your ideas and help design Brainhack social media communications? Sign up as a social media lead! You will be part of a global team in charge of designing communications for the OHBM Brainhack.

Project monitors leads

Team members: 2

Work begins: May

Tasks:

- Design guidelines for [project monitors](#) including: how to review project submissions, how to request documentation from project lead after kick-off, at the end of Day 1 and Day 2 and before wrapup.
- Point contact for the project advisors
- With the help of project advisors, identify possible merge of projects to limit the overall number to 20

Helpdesk leads

Team members: 2

Work begins: May

Tasks:

- Design workflow to run the helpdesk
- Design guidelines for [helpdesk members](#) including: how to book an empty spot, how to join a specific topic, how to handle helpdesk requests during the Brainhack

Other notes: help-desk: I like the approach of Kelly in her spreadsheet to show the skills of the volunteers. This might help with allocations to the different channels. I would like that if the different channels (mattermost / jitsi) were set up by the people who are going to tend them: to make it their "own space".

Brainhack buddy program leads

Team members: 2

Work begins: May

Tasks:

- Design guidelines for [Brainhack buddy](#) program including: match each first time attendee to a hackathon buddy, designing how those 2 will interact during the hackathon
 - Matching people with similar interest (Neuromatch matching worked well about interaction)
- Responsible for communication and recruitment of potential hackathon buddies
- Point contact for all Brainhack buddies

TrainTrack leads

Team members: 2

Work begins: May

Tasks:

- the TrainTrack is structured on multiple layers (pre-recorded material, live Q&A sessions, hands-on sessions), the role of the TrainTrack lead is to make sure that everything goes smoothly;
- make sure that the pre-recorded material covers the necessary topics;
- point of contact with live Q&A co-hosts;
- coordinate beta testers for the hands-on sessions' material;

Brainhack hosts

Team members: 2 per time slot (we are hoping 1 for each hemisphere and 1 from each gender)

Work begins: June

Tasks:

- They will be the "faces" of the brainhack on Crowdcast (the service we will use for broadcasting).
- Must have a good idea of the overall "Vision" of the OHBM brainhack
- Will work closely with the Brainhack Chairs to maintain and deliver the vision of the brainhack within their own hub.
- Big role in kickoff and project pitches on day 1 and then on the day to day for the morning warm up and lunch unconferences (lightning talks).
- Appears in and contributes to design of hub specific opening and closing ceremonies, and hub-specific engagement/social activities.
- Responsible for reminding participants about the code of conduct at the start of each day.

- Cares about online interaction between participants and suggests/implements improvements to the current proposed setup.
- Prioritises inclusive engagement, for example in facilitating and moderating discussions.

Live Q&A hosts

Team members: 8 per time slot, 16 total

Work begins: June

Tasks:

- The Q&A sessions would be a "live follow-up" to the pre-recorded videos we will be sharing before the event;
- What is the role of the live Q&A co-host? It's doing three main things:
 - answering questions and facilitate discussions interacting with the participants through the chat;
 - interacting with each other to stimulate questions and discussions, especially in case of a quiet chat;
 - inviting on stage anyone who would like to answer a specific question (we do not expect you to know all the answers to every possible question!).

Event managers

Team members: 2 per time slot, 4 total

Would be suitable for: People with experience coordinating teams, with an eye for logistics and the ability to problem solve on the fly. Would also suit someone who prioritises inclusivity in interactions and is interested in [Open Leadership](#) models.

Work begins: May

Tasks:

- Overall responsibility for making sure that the brainhack activities run smoothly within their own time slot at the time of the meeting.
- Must have a good idea of the overall "Vision" of the OHBM brainhack
- Will work closely with the Brainhack Chairs to maintain and deliver the vision of the brainhack within their own hub.
- Must have good knowledge of the ins and outs of the full virtual workflow (crowdcast, mattermost, github) and have the ability to lead well.
- Contributes to sourcing and engaging with hub-specific volunteers, ensuring that all time dependent volunteer roles are filled, helping to coordinate communication between and across hub-specific volunteers.
- Manages any real-time issues with schedule, talks, tech, volunteers etc.
- Make sure that people are on their "shift", stay there and are OK.
- Make sure that the staff actually takes some breaks as well.
- The "go to" person in case something goes wrong.

Broadcast leads

Team members: 1-2 per time slot

Would be suitable for:

Work begins: June

Tasks:

- Crowdcast allows us to stream our content to different platforms (e.g youtube), so we will need one person per hub to ensure this goes smoothly.
- This will have to also take into account the platforms that are restricted in some countries.
- Establish and manage workflow for:
 - simultaneous playback of pre recorded content on Communiqué and Crowdcast.
 - simultaneous playback of live content on Communiqué and Crowdcast.
 - playback of repeated material across all hubs, and integration of hub-specific variations where necessary.
- The technical details of this description can be found in the appendix of this [document](#).
- This person's role will also include making sure that the recorded project pitches are uploaded on youtube (or equivalent) to make them available for the other hubs.
- Set up links and passwords for video Crowdcast rooms before the start of the meeting and share with the website team. Crowdcast rooms necessary for:
 - All talks sessions (keynotes, lightning, demos).

Open to volunteers

Mainly before the event

Social break team

Team members: 2-5

Work begins: Immediately

Role description: [here](#)

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Would you like to share your ideas and help design Brainhack social breaks? Sign up as a social team member! You will be part of a global team in charge of designing interactive and inclusive break times for the OHBM Brainhack. More info [here](#)

Website team

Team members: 1-3 per time slot

Work begins: Immediately

Role description: [here](#)



Are you familiar with website development? Would you like to help shaping an engaging experience for Brainhack attendees? Sign up as a website team member! You will be part of a global team in charge of keeping the website up-to-date and designing new features to make it more engaging, inclusive and welcoming. More info [here](#)

Project monitors

Team members: 1 per project ; 2-5 projects per advisor. 10 per time slot.

Role description: [here](#)

Guidelines (to be shared step-by-step after enrolment): [here](#)

Sort “add” / gist:

“Are you keen on helping Brainhack backstage? Making sure that projects follow guidelines that will help onboard new members? Sign up as a project monitor! In the weeks preceding Brainhack, you will review submitted projects and support project leads to follow Brainhack project setup guidelines. During Brainhack, you will encourage project lead to provide short documentation on what happened at the end of each day. More info [here](#)”

Mainly during the event

Welcome desk hosts

Team members: at least 9 per time slot (each spending 2 hours per day in the welcome desk)

Role description: [here](#)

Short “add” / Gist:



“Would you like to help orientate Brainhack attendees throughout the event? Provide a relaxed space for informal chat? Sign up as a welcome desk host! You will chat with attendees and provide any feedback they need. More information [here](#)”

Helpdesk member

Cf. [below](#)

Brainhack buddy

Cf. [below](#)

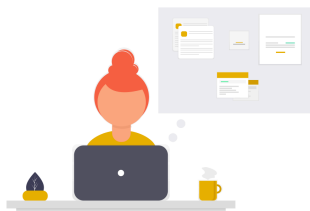
Open to volunteers and attendees

Helpdesk member

Team members: Ideally at least one per [helpdesk](#) channel / hub. 10-30 per hub

Role description: [here](#)

Short “ad” / Gist:



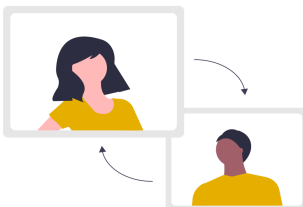
“Signup for the Brainhack helpdesk and answer attendees’ technical questions! As a member of the helpdesk you will monitor the helpdesk channel and answer any questions related to your expertise. More information [here](#)”

Brainhack buddy

Team members: One for each new-comer; No more than 3 new-comer per advisor

Role description: [here](#)

Short “ad” / Gist:



“You have already attended a brainhack, are keen in welcoming new members in the Brainhack community? Sign up as a Brainhack buddy! You will be paired with an attendee who is coming to their first hackathon. You will spend 1-hour a day with them to help their onboarding. More information [here](#)”