

Guide for holding a regional meeting 2021 IIIF Annual Conference

Overview

While it is disappointing to not be meeting in person, we are thankful that hosting the 2021 conference online provides an opportunity for community members to host meetings for their local community to learn about IIIF--something that would otherwise be limited to a single location.

Regionally-focused online events can serve many purposes:

- To raise awareness of IIIF's benefits and help spread knowledge to new and prospective IIIF adopters
- To allow broader participation in IIIF activities from existing institutions (from staff who might not otherwise be able to travel)
- To develop regional or topical cohorts of collaborators in implementations

What you are responsible for as a regional online meeting host:

- Being the point person for the Conference Program Committee for your meeting
- Ensuring the IIIF Code of Conduct is followed at the meeting
- Finding speakers for demos, etc. and managing communications with them
- Local outreach/promotion to those in your regional community who might be interested in attending
- Leading meeting (Program committee members will attend to help w/ technical issues and questions):
 - Develop introductory session for your region
 - Provide information to attendees for future involvement in IIIF
 - Provide local contacts for attendees who are just getting started

What IIIF-C can provide:

- Zoom (or other platform)
- Event registration management
- Broad promotion for the meeting on the event webpage + twitter
- Support for questions surrounding holding the event
- Meeting recording if desired
- Assistance with post-meeting follow up (helping newcomers get started in the community, etc)

Suggested format (meetings typically 1-2 hours long depending on number of presenters)

1. Welcome, introductions, thank you's
2. Intro to IIIF broadly, and its current status in your country or region
 - a. questions
3. Showcase of local IIIF implementations (amount of time per demo depends on number of showcase presentations and total amount of time for your meeting)

- a. questions
- 4. Provide a way for attendees to follow up with each other
- 5. Provide a way for newcomers to get involved with the IIIF community
 - a. Training materials links
 - b. Groups + calls info
 - c. Slack/newsletter sign up

Questions? Reach out to the IIIF-C staff at events@iiif.io.