

IDRC Open House Talks and Demo Guidelines

We are planning a party on Saturday, October 13: a chance to look back at meaningful moments in the history of the IDRC/ATRC that we can celebrate and appreciate. All staff who attend the open house will be paid for their time spent setting up as well as their time from 2-5 for the open house. We hope you will stay for the dinner and celebrations after but that would be voluntary.

What to do

1. Go to the Talks and Demo planner Google Sheet at https://docs.google.com/spreadsheets/d/1tAUZ0f9mm1rvxiDATSst4l2dg54nipXcQi_6gEA6bo4/e/dit?usp=sharing
2. Take a look to see what projects we remembered and add ones that we forgot.
3. Look at the project assignments and then trade with your colleagues as you like (note changes in responsibility on the sheet).
4. If you are listed for a talk or demo but won't be available to present or set up the demo then find someone to take over those tasks (you can put the adjustment in the notes column)--you may still be responsible for preparing it.
5. Look at the "Materials to show and share" tab and add stuff that you have/know exist from projects (postcards, stickers, posters, brochures, videos, etc.). If you have a hard copy then please also put it in Vera's mailbox by October 5th.
6. Get your materials together for set-up on the 11th/13th and submit any slides by October 5th to https://drive.google.com/drive/folders/10q_pQ1OXTFwj2wBClyQj9cN_8Z4Rvj84?usp=sharing

Talks Guidelines

Think of how you can communicate our ethos and community through **stories about people** related to the project (you, partners, participants, users/beneficiaries). Your talk should follow these general guidelines:

- 5 minutes long, max
- Focus on one story, impact or take-away that you think is celebratory or worth reflecting on
- Communicate our ethos and community through stories about people related to the project (you, partners, participants, users/beneficiaries)
- **The Talk is not a demonstration of technology**--we will have those elsewhere
- You do not have to have slides but if you do please be sure to describe the important parts to your audience

- Drop slides and movies into the talks and demos Google Drive folder
[https://drive.google.com/drive/folders/10q_pQ1OXTFwj2wBClyQj9cN_8Z4Rvj84?usp=sharing]
by **October 5th**

Things to Highlight

Remember that we want to tell engaging stories in our talks. Here are some ideas for things to emphasize:

- 'aha moments' for you as a researcher
- Bridging divides
- Creating community
- Happy anecdotes
- Reminiscences about ATRC, IDRC
- History including from people no longer at IDRC
- Metrics and the edge
- Roots of the project
- User engagement in co-design

Demonstration Guidelines

These are stand-alone demonstrations. We will have at least one projector showing a loop of slides that represent projects and can have tables for hands-on demonstrations and monitors showing videos.

Steps:

1. Make a decision on the format (hands-on, movie, 1-3 slides for retrospective slideshow, other format)-form a team if you like
2. Describe format and hardware/software needs on the spreadsheet [add link] by September 28th
3. Drop slides and movies into the presentation and demos Google Drive folder
[https://drive.google.com/drive/folders/10q_pQ1OXTFwj2wBClyQj9cN_8Z4Rvj84?usp=sharing]
by **October 5th**
4. Set up hands-on demo (if applicable) before 2:00 on Saturday, Oct. 13th