Contribute with Fedora: A Hands-on Workshop on Open Source Contribution & Documentation - Event planning guide

What Participants Will Learn

Attendees will:
- Understand Fedora's open-source ecosystem and how to get involved.
- Explore Fedora's contribution workflow, including documentation and development.
- Participate in a live hands-on demo of contributing to Fedora Docs.

GOALS AND AUDIENCE

Goals:

- Onboard new contributors to Fedora through documentation and contribution workflows.
- Provide a practical, hands-on experience in Fedora Docs contributions.
- Encourage contributions to Fedora projects by providing hands-on training and enhancing the study-group buddy system

Target Audience:

- Open-source enthusiasts interested in Fedora contributions.
- Developers, technical writers, and community members eager to get started.
- Fedora users looking to contribute beyond software usage.

Communication Plan

A structured approach to keeping speakers, attendees, and moderators informed and engaged before, during, and after the event.

Speaker Management

- Send acceptance emails & confirm slots.
- Register speakers on the event platform.
- Create a dedicated Matrix room for speakers.
- Share key event details (talk links, schedule, tech setup).
- Follow up post-event with thank-you emails & feedback forms.

Attendee Engagement

- Use **X, Mastodon, Instagram, LinkedIn, and YouTube** for event promotion.
- Run a **pre-event survey** to tailor content based on audience expectations.
- Conduct a **follow-up session** post-event to measure impact and contributions.

Event Streaming & Discussion Platforms

- **Live discussions:** Matrix room for attendee engagement & Q&A.
- **Streaming:** YouTube live-streaming for broader accessibility.
- **Registration:** Pretix (for attendee tracking & communication).

EVENT LOGISTICS

Event Rules & Code of Conduct

All attendees must adhere to the Fedora Code of Conduct to ensure a welcoming and inclusive event.

Proposed Date, Time, and Location

📅 **Date:** June 21, 2025
⏰ **Time:** 2-hour session
📍 **Location:** Virtual (Jitsi Meet) + Fedora Discussion Forums/Matrix for discussions

Required Budget and Resources

Item	Estimated cost(USD)	Notes
Promotional materials	**100**	Social media banners, flyers
Miscellaneous	100	Contingency budget

📌 **Action Item:** Seek sponsorship from Fedora's Mindshare Committee or other funding sources.

EVENT PROMOTION STRATEGIES

Social Media Promotion

- X: Daily Fedora facts, contribution guides, and reminders.
- LinkedIn: Fedora contributor testimonials and success stories.
- WhatsApp & Telegram: Engage Fedora community groups.

Fedora Community Engagement

- Announce the event in Fedora Discussion Forums.
- Promote in Fedora's Matrix Chat.
- Request Fedora marketing support for event amplification.

📌 **Action Item:** Design and schedule promotional content by April 15th.

SPEAKERS AND FACILITATORS

Guest Speaker Ideas

- Fedora Docs Contributors → Insights on Fedora Docs contributions.
- Fedora Ambassadors → Overview of Fedora's open-source impact.
- Fedora Mentors → Guidance on long-term engagement in Fedora projects.

📌 **Action Item:** Identify speakers within the local open-source community and supplement with global Fedora contributors. Finalize the speaker lineup and send invitations by April 15th.

Roles and responsibilities

Role	Responsibilities
Host/MC (Emase)	Welcome attendees, introduce speakers
Tech support	Troubleshoot technical issues
Speaker(s)	Present Fedora docs and contribution workflows
Moderator	Manages Q&A and ensures smooth discussions

TIMELINE AND ACTION PLAN

Below is a preview timeline, but you can check a full one here

Fedora Event Planning Templates

Category	Timeline	Tasks
Fedora event planning timeline	April 1 - April 15 (Week 1-2)	- Finalize event structure, goals, and target audience. - Secure event platform and confirm speakers. - Submit funding requests to Fedora Mindshare. - Draft promotional content and event assets.
	April 16 - April 30 (Week 3-4)	- Start event promotion via Fedora channels and social media. - Launch event registration and track RSVPs. - Develop onboarding resources for new Fedora contributors. - Set up discussion channels (Matrix/Forums).
	May 1 - May 15 (Week 5-6)	- Continue community outreach and confirm attendees. - Coordinate with speakers on presentation content. - Initiate pre-event engagement (Twitter/X AMAs, Fedora Contributor Spotlights).
	May 16 - May 31	- Conduct a pre-event onboarding session for

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Event execution agenda

Time	Activity
0:00 - 0:05	Welcome & introductions
0:05 - 0:10	Diversity in Fedora & Global Community Welcome
0:10 - 1:10	Main Session: Fedora Docs & Contribution Workflows
1:10 - 1:45	AMA (Ask Me Anything) + Open Q&A
1:45 - 2:00	Local representative leads: Regional spotlights (3 min each)
After 2:00	Informal Hangout & Community Discussion

📌 **Action Item:** Finalize agenda and presentation materials by June 15th.

POST-EVENT FOLLOW-UP

- Share event recap with photos/videos on Fedora platforms.
- Publish a blog summarizing key takeaways and impact.
- Send thank-you emails and post-event engagement materials.
- Plan a Fedora Docs sprint for new contributors.

📌 **Action Item:** Post-event content to be shared by June 25th.

Future Plans: Fedora Kenya Community Meetup

Following the Fedora Workshop, we can plan to host a physical meetup in Kenya to review our contributions, track the impact of our efforts, and strengthen our local Fedora community. This meetup will provide an opportunity to:

- Assess contributions made to Fedora Docs and other Fedora projects.
- Celebrate successful contributions and merged PRs.
- Discuss challenges faced and how to improve community engagement.
- Plan for continued Fedora engagement in Kenya.

📌 **Action Item:** Plan the Fedora Kenya Meetup logistics and set a date post-workshop.

Event templates

You can find all the event templates, including speaker emails, attendee communications, and survey forms, in this document. These resources will help streamline event coordination, ensuring clear communication with attendees and speakers.

Final Deliverables

- A detailed event report with participation metrics and feedback.
- Highlight video or blog featuring Fedora contributor testimonials.
- A roadmap for sustained Fedora engagement for new contributors.