

Australian BioCommons workshop development timeline

The table below gives an approximation of the timeline and tasks required when developing a workshop. Key deliverables for lead trainers are in bold.

When	What	BioCommons training team	Lead trainers
Planning and advertising			
6-12 months before workshop	Kickoff meeting	Training team meets with lead trainers to discuss ideas for the workshop, confirm roles, timelines and scope and audience.	Lead trainers meet with the Training team discuss ideas for the workshop, confirm roles, timelines and scope and audience.
3-6 months before the workshop	Pre-advertising steps	Contact lead trainers to reconfirm dates and develop a description of the workshop .	Provide input on and approve workshop description
6-8 weeks before the workshop (minimum, more if possible)	Applications open and advertising	• Publish description • Manage applications through Eventbrite • Advertise through BioCommons channels. • Share advertising material with trainers and the Co-op	Advertise workshop through local channels
Content development			

3-12 months before the workshop (longer for new content)	Workshop development	• Provide schedule template • Provide input on structure, content and timings for the workshop • Set up common documents, quizzes, Miro boards as required • Recruit facilitators	• Iteratively plan and develop training materials and structure/schedule for the workshop. <i>Content and schedule for the workshop must be finalised before the Trainer/facilitator briefing</i>
4 weeks before the workshop	Trainer/facilitator briefing	Coordinate the briefing with all trainers and facilitators During the briefing: Explain the logistics of the workshop and the roles and expectations for everyone involved.	Walk all trainers/facilitators through the workshop content. Explain the exercises and flag where specific questions are likely to come up.
4 weeks before the workshop	Access to technical infrastructure	Apply for access to technical infrastructure e.g. Nectar Cloud, Galaxy Australia Training Infrastructure For Nectar Cloud • Set up test machine • Deploy machines for workshop Slack • Remove participants from previous workshops • Archive channels from previous workshops • Set up new	4weeks before workshop: If access to VMs is required, provide BioCommons team with list of software, packages, data and compute needed ~ 2 weeks before workshop: test machines and provide feedback to BioCommons team

		Slack channels for the workshop • Invite participants (when invitations are sent)	
Applications close and final logistics			
2 weeks before the workshop	Review applications	Triage applications and coordinate review process Draft comms for participants Send invitations and joining instructions to successful applicants Inform unsuccessful applicants	Review applications
1 week before workshop	Communications with participants	Invite participants and manage communications about workshop preparation.	
Workshop takes place			
After the workshop	Feedback and debrief	Collates feedback and share it with trainers, facilitators and the Cooperative Training materials are collated and shared on Zenodo	Provide feedback to BioCommons team

Key deliverables and agreed dates

What	Timeline	Agreed date/notes
Event description	3-6 months before workshop	
Training materials	Finalised ~4 weeks	

and workshop schedule	before workshop	
Trainer briefing	3-4 weeks before workshop	
Provide specs for VMs	4 weeks before workshop	
Test VMs	2-3 weeks before workshop	
Review/approve applications	2 weeks before workshop	
Deliver workshop		
Workshop debrief		

FAQ

How long are the workshops and what format are they in?

BioCommons workshops are currently entirely online via Zoom. They typically last between 3-4 hours. Multiple sessions over consecutive days can be used for content that requires longer. They are intended for a national audience so must be scheduled to accommodate the western states (i.e. they must not start before 11am AEST). Our surveys show that participants prefer half days, particularly for live online training.

Workshops are typically composed of a mixture of lectures and demonstrations in the main Zoom room and breakout sessions where participants are guided through hands-on exercises by experienced facilitators.

How many people usually attend a workshop?

This varies between workshops. It is dependent on the number of available trainers, available infrastructure and number of applications. Generally we aim to have a trainer:participant ratio of approximately 1:7.

What technical infrastructure is available to support the workshop?

Options include using virtual machines deployed on Nectar Cloud or using Galaxy Australia. You may also use your own infrastructure. Get in touch to discuss options in more detail.

Can I (re)use open training materials?

Yes. Reuse of appropriately licenced training materials is encouraged.

What does the BioCommons team do?

The BioCommons team will take care of the organisation and administration aspects of the workshop including advertising, managing the application process, recruiting facilitators, communications with trainers and facilitators. We can also offer advice on structuring the session and activities to facilitate learning.

This frees you up to focus on the content and delivery of the workshop.