

Dear Colleagues,

This document outlines the structure for different activities at our workshop. This helps with orientation and in ensuring that important actions are not missed. The proposed structures are not rigid. Chairs and participants are free to make ad-hoc adjustments during work sessions.



Figure 1. Maslow's pyramid (Source: [Dunk](#))

WIFI name: *hhighest*
Login name: *fgai4h*
Login password: *fgai4h2020*

Useful Information Around the Workshop	3
Venue Address	3
Organizer Contacts	3
Remote Participation Links	3
Links to Workshop Documents	3
FG-AI4H Website	4
FG-AI4H Online Collaboration System	4
FG-AI4H Deliverables Overview	4
Plenary - Presentation	5
Time budget: 30 min	5
Responsible: Workshop organizers	5
Structure:	5
Work session - Presentation, Discussion and Documentation	6
Time budget: 60 min	6
Responsible: Chair of work session	6
Structure:	6
Work session - Preparation of Results	7
Time budget: 90 min	7
Responsible: Chair of work session	7
Structure:	7
Plenary - Presentation and Discussion of Results	8
Time budget: 90 min	8
Responsible: Chair of work session	8
Structure:	8
Plenary - Planning of Next Steps	9
Time budget: 60 min	9
Responsible: Workshop organizers	9
Structure:	9
Plenary - Ad hoc Round Table	10
Time budget: Unknown	10
Responsible: All workshop participants	10
Structure:	10

Useful Information Around the Workshop

Venue Address

Fraunhofer Institute for Telecommunications
Einsteinufer 37
10587 Berlin
GERMANY

<https://goo.gl/maps/FrBMf6uaavrM67vy8>

Organizer Contacts

Luis Oala

luis.oala@hhi.fraunhofer.de

+49176 735 403 27 incl. Signal messenger <https://signal.org>

Marc Lecoultre

ml@mllab.ai

Fraunhofer HHI Reception
+4930 310020

Remote Participation Links

You need Zoom to access the workshop sessions remotely. You can create an account and download Zoom for free here: <https://zoom.us>. Afterwards you can click on the links below to access the different sessions remotely.

Plenary <https://itu.zoom.us/my/fgai4h>

Tests WS <https://itu.zoom.us/j/378033328>

Data WS <https://itu.zoom.us/j/737965340>

Assessment Platform WS <https://itu.zoom.us/j/618248566>

Links to Workshop Documents

Notes - Plenary

<https://docs.google.com/document/d/1ZULIqe-ggnvnptgYwE6Mp1d7V8MTSt4H86XjPCqwfek/e/dit?usp=sharing>

Notes - Tests WS

https://docs.google.com/document/d/1-R7PwiQz9lQA_xEBpRTNNiVKEEVb_kO-lnngAYd6tE/e/dit?usp=sharing

Notes - Data WS

https://docs.google.com/document/d/1v_WSiGrFEByG1m34EWUe9prb9sA_vJBBPsAdkZvjgdQ/edit?usp=sharing

Notes - Assessment Platform WS

https://docs.google.com/document/d/1kIAF9NqT6v0Z-JpJb_jDZUp9ub6ZtqySTb7TYv_VdMQ/edit?usp=sharing

FG-AI4H Website

<https://www.itu.int/en/ITU-T/focusgroups/ai4h/Pages/default.aspx>

FG-AI4H Online Collaboration System

<https://extranet.itu.int/sites/itu-t/focusgroups/ai4h/SitePages/Home.aspx>

You need a free ITU account to access. If you do not have one check this manual how to get it:

<https://www.itu.int/en/ITU-T/focusgroups/ai4h/Documents/registrationsteps.pdf>

FG-AI4H Deliverables Overview

<https://www.itu.int/en/ITU-T/focusgroups/ai4h/Documents/listdeliverables.pdf>

Plenary - Presentation

Time budget: 30 min

Ideally, 15 min will be used for presentation, 10 min for discussion/questions and 5 min for logistics. The plenary discussions are meant to provide overarching context for the technical themes discussed in the work sessions. There more in-depth discussion are possible with a time budget of 60 min per presentation.

Responsible: Workshop organizers

Structure:

THROUGHOUT: Monitor Zoom virtual room for remote comments (raised hands)

Plenary <https://itu.zoom.us/my/fgai4h>

1. Check if secretary is present to take notes
 - a. If yes: proceed
 - b. Else: Procure volunteer from audience to take notes and guide him/her to the right note-taking document (see [Program - AI4H Workshop](#) for link to the right document)
2. Introduce speaker
3. Speaker gives presentation
4. Discussion and questions with colleagues
5. Ask speaker
 - a. If s/he is willing to contribute to FG-AI4H deliverable XYZ (see [Program - AI4H Workshop](#) for exact deliverable suggestion) as author/editor/workshop organizer
...
 - i. Record answer in this [table](#)
6. Ask audience members and discussion participants
 - a. If s/he is willing to contribute to FG-AI4H deliverable XYZ (see above for exact deliverable) as author/editor/workshop organizer ...
 - i. Record answer in this [table](#)

Work session - Presentation, Discussion and Documentation

Time budget: 60 min

Ideally, 20 min will be used for presentation, 30 min for discussion/questions and 10 min for logistics.

Responsible: Chair of work session

Structure:

THROUGHOUT: Monitor Zoom virtual room for remote comments (raised hands)

Tests WS <https://itu.zoom.us/j/378033328>

Data WS <https://itu.zoom.us/j/737965340>

Assessment Platform WS <https://itu.zoom.us/j/618248566>

1. Check if secretary is present to take notes
 - a. If yes: proceed
 - b. Else: Procure volunteer from audience to take notes and guide him/her to the right note-taking document (see [Program - AI4H Workshop](#) for link to the right document)
2. Introduce speaker
3. Speaker gives presentation
4. Discussion and questions with colleagues
5. Check with work session members and note taker that highlights from the presentation and discussion are accurately reflected in the notes
6. Obtain presentation slides from speaker on the spot
7. Ask speaker
 - a. If s/he is willing to contribute to FG-AI4H deliverable XYZ (see [Program - AI4H Workshop](#) for exact deliverable suggestion) as author/editor/workshop organizer
...
 - i. Record answer in this [table](#)
8. Ask audience members and discussion participants
 - a. If s/he is willing to contribute to FG-AI4H deliverable XYZ (see above for exact deliverable) as author/editor/workshop organizer ...
 - i. Record answer in this [table](#)

Work session - Preparation of Results

During this activity each work session group will prepare a summary based on the notes with highlights from the work session for presentation in the plenary.

Time budget: 90 min

Each work session has seven presentations in total. Thus there will roughly be 10 min/presentation for review and synthesis of the highlights. The notes from the work session could be good summaries already. 20 min could then be used for finalizing the overall presentation and deciding who is going to speak in the plenary on behalf of the work session (could be the chair or any other member of the work session).

Responsible: Chair of work session

Structure:

THROUGHOUT: Monitor Zoom virtual room for remote comments (raised hands)

Tests WS <https://itu.zoom.us/j/378033328>

Data WS <https://itu.zoom.us/j/737965340>

Assessment Platform WS <https://itu.zoom.us/j/618248566>

1. Check if secretary is present to write presentation doc/slides
 - a. If yes: proceed
 - b. Else: Procure volunteer from audience to presentation doc/slides
2. Iterate through notes of each presentation to populate presentation slides
 - a. Tests WS:
<https://docs.google.com/presentation/d/1dtOk4NCiWki0xRJM64iMyt-aTIZbEPF3RTn-K0Vfi44/edit?usp=sharing>
 - b. Data WS:
https://docs.google.com/presentation/d/1-TfVH0H-FX29ES7mtYYAajd29MfBFHI39zIR_8YddHo/edit?usp=sharing
 - c. Assessment Platform WS:
https://docs.google.com/presentation/d/1ryfF2ukjroeydhFYS5ZqB3SRHXaKsx_vM5uYL8hrqxY/edit?usp=sharing
3. Write a short abstract summarizing the work session themes/highlights
4. Decide who is going to present in the plenary

Plenary - Presentation and Discussion of Results

Time budget: 90 min

30 min/work session (20 min presentation, 10 min discussion/questions from audience)

Responsible: Chair of work session

Structure:

THROUGHOUT: Monitor Zoom virtual room for remote comments (raised hands).

Plenary <https://itu.zoom.us/my/fgai4h>

1. WS Tests
2. WS Data
3. WS Assessment Platform

Plenary - Planning of Next Steps

This session is for wrapping up the workshop and roughly timelining the coming weeks.

Time budget: 60 min

Responsible: Workshop organizers

Structure:

THROUGHOUT: Monitor Zoom virtual room for remote comments (raised hands).

Plenary <https://itu.zoom.us/my/fgai4h>

1. Preview of the next few weeks
 - a. Preparation of workshop outputs for Brazil meeting 21-24 January, 2020
 - b. Upcoming meetings in Singapore and Geneva
2. Review and confirmation of the [FG-AI4H Berlin Workshop - Deliverables Contributors table](#)
3. Review of modus operandi: virtual meetings, SharePoint and points of contact

Plenary - Ad hoc Round Table

Since we are all together...This activity is a placeholder for ad hoc topics that peak the interest of several workshop participants but are not yet represented in the work sessions. It is not planned activity but we want to support it as part of the workshop. The meeting rooms can be used for this purpose. Or you might just as well discuss over dinner..your choice.

Time budget: Unknown

Responsible: All workshop participants

Structure:

THROUGHOUT: If you meet in a Zoom enabled meeting room please ensure to monitor Zoom virtual room for remote comments (raised hands).

Tests WS <https://itu.zoom.us/j/378033328>

Data WS <https://itu.zoom.us/j/737965340>

Assessment Platform WS <https://itu.zoom.us/j/618248566>

1. Propose a topic you are interested in the plenary after the first day of work sessions
2. Gauge interest by other participants
3. Convene in meeting room or over dinner in the evening of DAY 1
4. Please ensure to take some notes to share your ideas with the plenary at the end of the workshop