

NEARCHing Factory Guidelines

The aim of this document is to provide all the information needed to make participants know how the Factory event will work, so we can all make the most of it.

1. You will be given a **welcome pack** at your arrival (including city map, points of interest, pens, coloured post-it notes...)
2. **Time management respect:** we have a busy schedule so, please, try to respect time limits. We will try to facilitate this. Please, set an example of always being punctual to the sessions, respect others' time and try not to extend the discussions beyond the session ending time.
3. The **NEARCHing Factory team**, will be available to help you with any issue during the event. Apart from the organizers, there will be a team of **volunteers** doing different tasks from logistics to documentation, photographs taking etc.
4. **Plenary joint sessions** will take place at the **"Peregrinos" Common Room** (ground floor). Working groups will take place at smaller rooms on the first and second floor.
5. All sessions will be **documented**. There will be a **documentor** taking notes of the main topics and questions addressed. This information will be compiled for the last session on Wednesday and for the follow-up after the event. Documentors will write a two-stage concise and descriptive summary of each session intended as an outline of its progression also documenting the main topics and questions addressed by the working group. Firstly, documentors will prepare a **preliminary summary** of the session soon after its end. Lastly a **final summary** will be written by documentors before **13 Feb**. This final summary will be reviewed by each manager and then sent back to us. Documentors will be appointed by the organization.
6. **Participatory Methodology.** We would like to have a highly participative event, different from a conventional congress, in order to make the most of the knowledge and experiences of all participants, so we will encourage participation by using the following methodology.

Coloured post-it notes: We will use this methodology in order to structure the discussion, to keep it noted, to collect all the possible suggestions from participants that cannot be addressed because of time constraints, and to depersonalize the debates.

- You will be encouraged to make notes on the post-it notes during the sessions of any points worthy of further consideration. They can be positive comments (green post-it notes), negative comments (red post-it notes), questions (yellow post-it notes) or suggestions and new issues (blue post-it notes). Each colour has a meaning. **Yellow post-it notes** will be used to write down the questions during the sessions that you want to be answered or discussed.
- Each note should have only one comment or question, please write legibly, and do quote even the code of the session you are commenting by using the **code of the session** (same as hashtag) (written in the programme beside the name of each session). You may write your name on the note if you wish, but it is not compulsory.
- These notes will be collected after presentations or talks so they can be organized and answered (if they are questions) or participants will be asked to put them on a paper board for a following discussion. Post-it notes will be provided by the organizers.

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|--------------------|---------------------------------------|---------------------------------|
| Remember!!! | Green post-it notes: positive comment | Yellow post-it notes: questions |
| | Red post- it notes: negative comments | Blue post-it notes: suggestions |

7. **6+6 Presentations:** This will be the basis for the last plenary session on Wednesday. There will be a powerpoint presentation of **6 main ideas, 6 slides and 6 minutes** for each working group delivered by the working group managers. In order to do this, managers need to recapitulate information from the working groups helped by the documentors. The preparation of these presentations will be part of the work carried out by each WG. There will be specific templates for these documents in order to enable exchange and mix of information between documents.
8. General sessions will be **recorded** and uploaded to the Factory webpage/public repository. **Photo call:** for social, social media and documentation purposes. It will be available during the entire event. **Photographs** will be taken during the sessions. A **video documentary** of the Factory will be produced using all the material collected.

Please, let us know if you have any problem with this, and we will try to adjust.

9. Managers 6+6 presentations and recapitulations, documentors final summaries and recordings of sessions will be finally allocated in the **public repository** of the Factory. This repository will be built up soon after the Factory.
10. **Field activity:** A practice activity will be held on Monday afternoon for fostering participants engagement, testing the participatory methodologies, getting familiar with monumental Santiago, and thinking-through-experience on the main issues of the Factory. You will be given a folder with information and material for the activity in the welcome pack at your arrival.
11. **Social Media:** Interaction and participation are critical in the NEARCHING Factory. It will be live and through social media (Twitter and Facebook). During the event we will have extensive social media coverage through our community manager (*Jaime Almansa*), but we want to encourage you to share your thoughts and engage in the possible debates emerging online, as much as you want. In order to be able to follow and archive all social media activity, please follow the following guidelines:

Facebook

- Please follow our Facebook page if you do not do so yet: [@NearchingFactory](#)
- When posting any comment, photos, etc. use the tag in the programme, so we can be aware of it and maybe share. Hashtags in Facebook are not very useful, but you can use the general **#Nearching** if you wish.

Twitter

- Please follow our Twitter account if you do not do so yet: [@nearching](#)
- When tweeting, mention us if you want a direct answer, or use the working hashtags for the conference for general comments, photos, etc.
- **#Nearching** = General hashtag, **please use it always**, so people following the event as a whole can be updated.
- Please use the **special hashtags of every session**, activity, working group..., combined with **#Nearching**. This will take followers to the specific debate and info of a working group session. The format of the hashtags is usually **#WH1, ...10**, but also some others. They are listed in the programme beside the schedule of each session.
- Please, do not start new hashtags or this will be a mess...
- A **Storify** document containing all tweets will be done after the event.

Other social media

If any of you is going to post on other social media, please tell us so we can follow. If it allows tagging, you can use the general hashtag **#Nearching**

Finally, **we are starting to follow you** from our account to be able to mention and tag you if needed. If there is any profile or project you will be talking about or using during the event, tell us and we will also take note for the appropriate moment.

12. We would like to make the event as **sustainable** as possible, so please try to make a responsible use of the resources provided.