Guide to Hosting an Editing Workshop #WikiForHumanRight

Before the event

Define your audience
- It is crucial to form alliances with individuals or organizations in the field
- Organizations should inquire ahead of time if their audience can be invited to participate in the event. Some organizations have experts who bring such perspective on board
- It is important to meet with partner organizations to share details about the event and agreeing on roles

Create a Homepage for the event on your Wiki
- Creating a localized campaign page can help local participants read more about the campaign you are organizing and how they can participate. The page should include;
  - A brief explanation of the campaign
  - A Way for People to Sign Up
  - A place to report work that they did as part of the campaign

Curate your list of articles
- It is important to work on a preliminary list of specific articles that can be edited on Wikipedia ahead of the event. These articles should focus on the theme and can include topic lists from your community.
- Experts from your alliance can help or support with suggested list of topics to look at.
- If the event is for first timers we suggest it include articles to be improved and updated, not to be created
- The list of articles should be more than the number of participants attending so all participants can have an article to work on

Create a Programs and Events Tracking
Metrics are important in showcasing the impact of your campaign. There are several ways to track contributions. One way is by creating programs and events dashboard as part of the **#WikiForHumanRights Campaign.**

Open a Call for Registration
- Add your event to the list of events on the **Wiki Events page on Meta**
- Registrations are important to help organizers prepare and plan ahead of the event. You will have to develop a registration strategy for the participating organizations and each specific context will determine how open the registration will be.
- Depending on the context, communications materials should include, the address and place of the event. If it is best to keep this information private, participants should be informed upon confirmation of the registration
- Make sure that communication materials promote the general theme defined for the content edition
- You can share communication materials on social media networks and community Wikimedia mailing lists if you have signed onto any.
- Consider using notices, contacting village pumps, social media, mailing lists and other tools that you usually use to invite people!

- We have created communication resources for the campaign.
- You can leverage on organizations/partners with their own mailing list and their own contacts so invitations can be sent directly too.
- Always send notices or emails ahead of the workshop for participants to **create their Wikipedia accounts**
- Always share the list of articles to be edited to the confirmed registered participants, so they arrive at the edit-a-thon knowing the suggested articles.

During the Event

Depending on the type of editing event you want to host, (whether virtual or in person), you can host a one-day or a two-day editing event for partners, audience or general community members.
For a two-day training, you can first focus on training new participants so that the second training session can have more experienced editors contributing.

During the event;
- Prepare a short presentation to introduce your audience to the topic and Wikipedia
- Work together to identify content to be edited by going through your predetermined list of articles
- The duration of an edit-a-thon can last between 4 to 6 hours
- It is essential to create and convey a caring atmosphere that gives participants a sense of safety. That is why partnering with allied organizations are key in order to legitimize trust in the activities that deal with issues that are very sensitive to the society.
- During the Edit-a-thon, you can divide participants into themed groups, according to their interests for editing. Groups are formed by no more than 3 people and each group will be joined by a Wikimedia mentor and an expert if possible.
- The day closes with the presentation of the articles on which participants worked. Groups can also share their experience editing and also identify themes that could be further elaborated in the future.

After the Event

- Participants and organizers share their experience by filling out a survey.
- Follow-up on the edited articles and the questions that participants might have to continue improving and creating content.
- Establishing a network of Human Rights organizers that are always allied in the development of these activities.

NB: When organizing an editing event for Human Rights here are some basic steps to guide you. Identify whether you want to run a human rights edit-a-thon as part of the campaign. If you are a Wikimedia organizer, make sure to discuss with your local partners and decide the venue and location. If you do not know how to run an edit-a-thon or have not been engaged in Wikimedia , consider partnering with a local Wikimedia affiliate.
If you need help please reach out to campaigns@wikimedia.org. We recommend reviewing the Programs and Events Dashboard training on editathons before developing an event.

#WikiForHumanRights