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TO LEARN!**

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Guide for speakers at Wikimedia CEE Meeting 2023

Wikimedia CEE Meeting 2023 programme committee



Overview

- Programmatic logistics.
- Main session formats.
- Tips for various session formats.
- General tips.
- Other tips.

Programmatic logistics

Session format



Plenary



Group discussion



Lecture



Panel



Workshop



Lightning talk



Social event

Programmatic logistics

Session format



Plenary



Group discussion



Lecture



Panel



Workshop



Lightning talk



Social event

Advancement level



Basic



Medium



Advanced

Programmatic logistics

Session format



Plenary



Group discussion



Lecture



Panel



Workshop



Lightning talk



Social event

Advancement level



Basic



Medium



Advanced

Technical support



Online session



Recording



Live stream



Simultaneous interpretation

Programmatic logistics

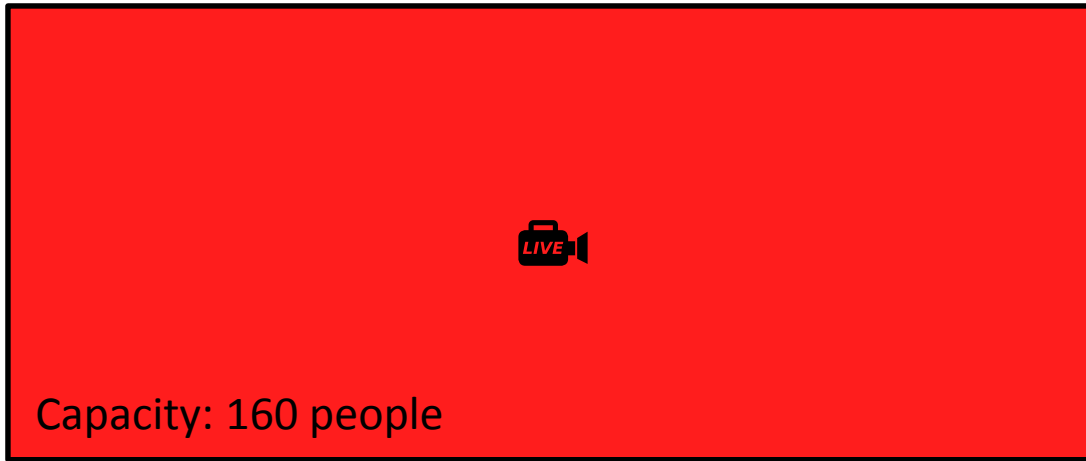
Ilia



Capacity: 160 people

Programmatic logistics

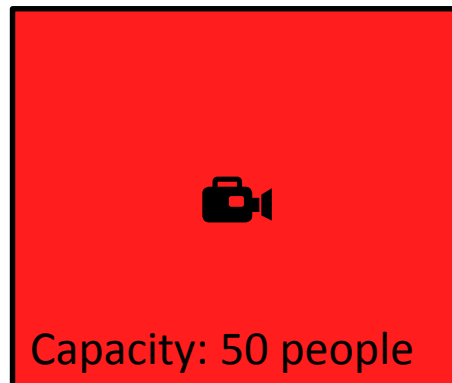
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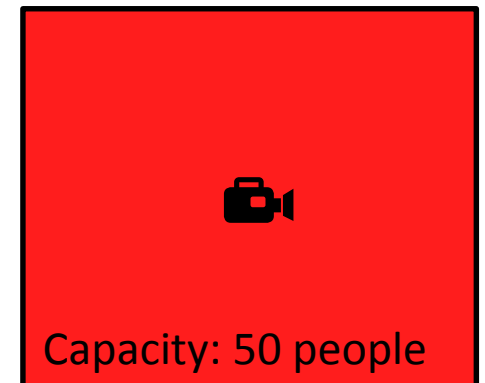
King Vakhtang



King David

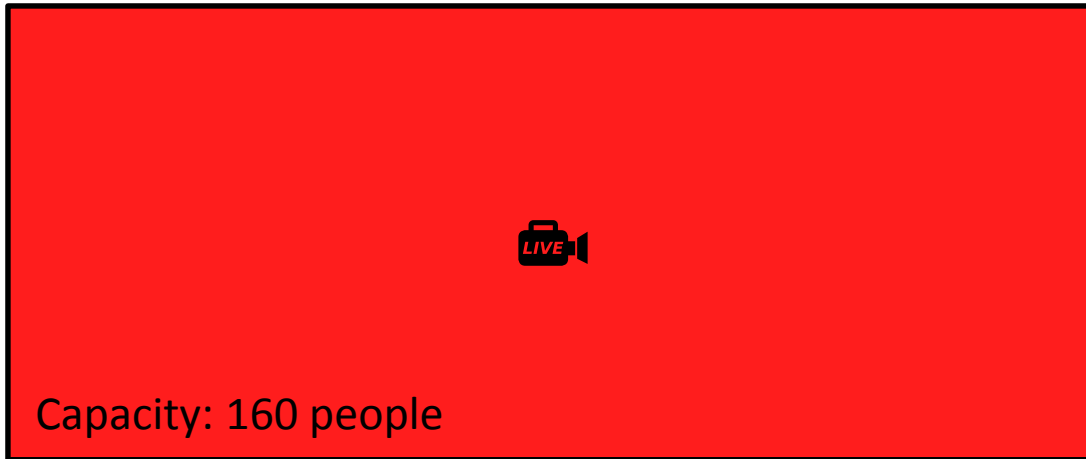


King Tamar

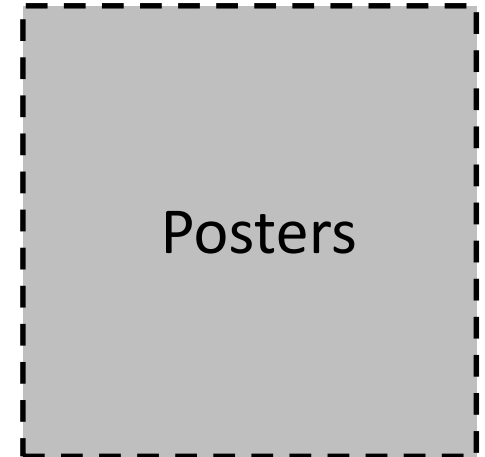


Programmatic logistics

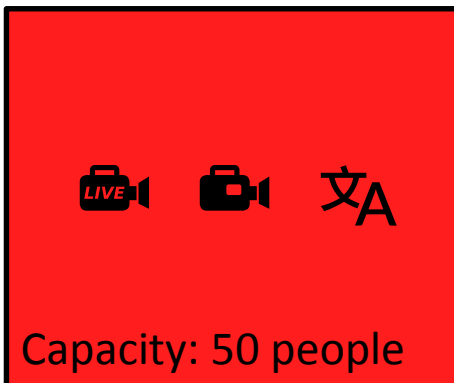
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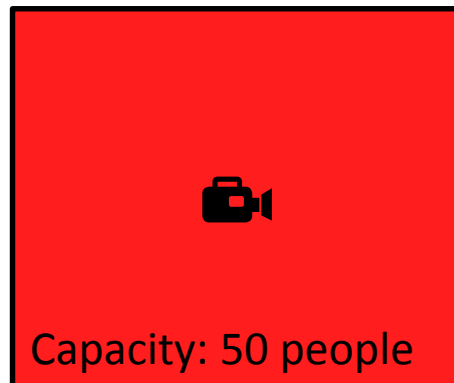
Lobby



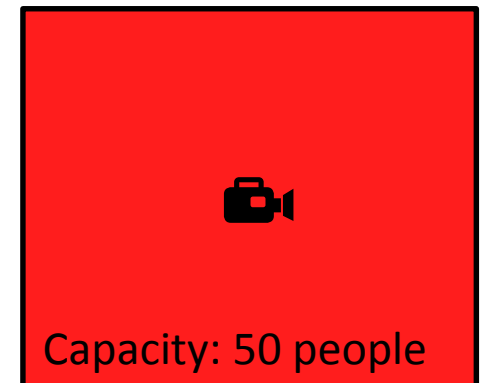
King Vakhtang



King David



King Tamar



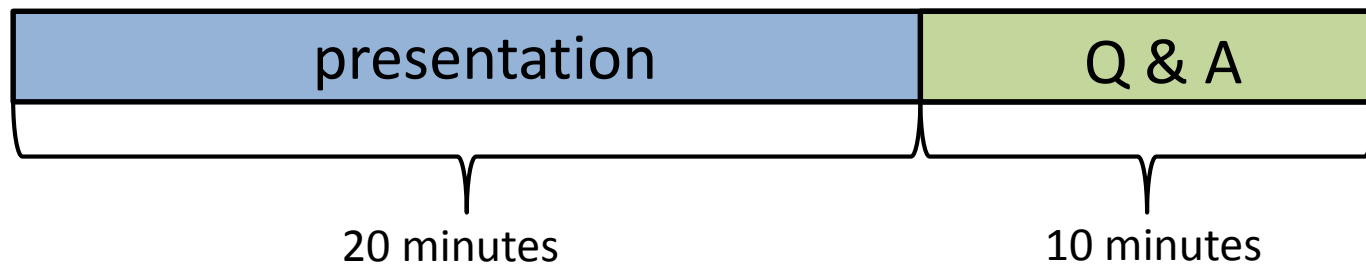
Lecture

- Definition: One or two presenters offer(s) a presentation followed by questions and comments from the audience.
- Duration: 30 minutes.
- Note-taking will be done by volunteers on etherpads.
- Types of lectures by content:
 - elaborating a successful project/initiative/programme
 - presenting an idea/novelty/research
 - introducing a learning resource/support programme

Lecture

General tips:

- Leave time for questions from the audience after the presentation.



- Do not overload the presentation slides with the text of your speech. Instead, make a summary of the main points.
- Include images and illustrations in the presentation slides to attract attention from the audience.

Lecture

Tips based on content:

- Elaborating a successful project/initiative/programme
 - how success was achieved instead of what success was achieved
- Presenting an idea/novelty
 - what problem does it solve and why is it better from existing approaches
- Introducing a learning resource/support programme
 - how does it help communities, where is it available and whom to contact for further assistance

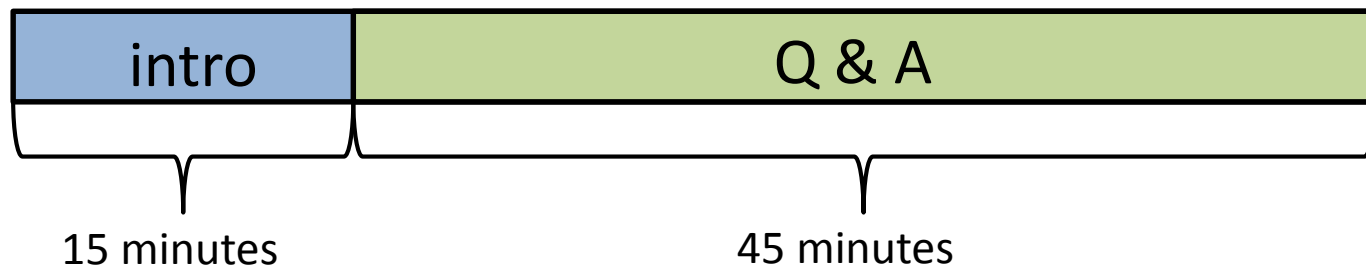
Panel

- Definition: A small group of people presents or discusses a particular topic and responds to questions and comments from the audience.
- Duration: 60 minutes.
- Note-taking will be done by volunteers on etherpads.

Panel

General tips:

- Briefly introduce the topic and invite the audience to ask questions.



- Use the intro to increase curiosity rather than to provide answers to potential questions.
- Give precise answers to questions and do not engage in an interactive discussion with the audience via reverse questions.

Workshop

- Definition: One or two moderators present(s) a topic by actively interacting with the audience.
- Duration: 90 minutes.
- Note-taking will be done by volunteers on etherpads.
- Types of workshops:
 - training for transferring knowledge and improving skills
 - group work on establishing and improving collaboration
 - interactive discussion to collect community opinions

Workshop

General tips:

- The use of presentation slides is optional, and it depends on the nature of the topic and format of the workshop.
- Engage in an interactive discussion with the audience by allowing questions and reverse questions at any time.
- Combine various activities to encourage participation by the audience.

Warning: A workshop is not an extended lecture or a panel, but its format can accommodate elements of both.

Workshop

Tips based on type of workshop:

- Training for transferring knowledge and improving skills
 - **audience** should learn from facilitators
- Group work on establishing and improving collaboration
 - both **audience** and **facilitators** should learn
- Interactive discussion to collect community opinions
 - **facilitators** should learn from the audience

General remark: The learning from the workshop should be applicable, and the audience should be informed **how** and **what** it can/will be applied for.

Lightning talk

- Definition: One presenter gives a talk with no follow-up by the audience.
- Duration: 5 minutes.
- Note-taking will not be done.
- Types of lightning talks:
 - telling an inspirational story
 - reporting on an interesting project/event

Lightning talk

General tips:

- The use of presentation slides is optional, and they need to be brief and concise.
- Speak in a creative way that inspires the audience as the goal is to tell what was done instead of how it was done.
- Do not go into details that may raise questions from the audience as there is no time for that.

General tips

General tips for any type of session formats:

- Bring your session closer to a wider audience—at least the CEE region or even beyond it.
- Make sure that your session is a work in progress that can be built upon later.
- Shape your session in a way that it can be replicated by other speakers in the future.
- Use only **free images** in your presentation slides, and it is recommended to take them from Wikimedia Commons.
- Consider using the Wikimedia CEE Meeting 2023 layout for your presentation.

Other tips

Advancement level:

- Do not upgrade the advancement level of your session as it may pose difficulties to comprehend it.
- Avoid the use of a highly advanced specialist terminology that can be barely understood by the audience.

Code of conduct:

- Make sure that anyone abides by the guidelines set out in the Universal Code of Conduct and Friendly space policy.
- Intervene in case of misbehaviour and report it to the Safety team.