

UCamp Planning Guidelines

Try to start planning UCamp 2-3 months beforehand or as early as possible.

Before First Planning Meeting

- Determine the community, date, and geographic location of the UCamp
- [Create a wiki planning page in respective community](#)
- Contact Community Conference/unconference planners to learn logistics for UCamp (location, type of room, supplies, times for lunch and breaks, etc).
- Contact Lead of Programmer's Cafe to start syncing up plans for collaborative project(s).
- Determine if planning meetings will use Breeze, conference line, etc. If using Breeze, make sure planning participants know how to get into Breeze and use it before the calls start.
- **Send out emails to Community lists asking for volunteers to help plan the UCamp. Do this several times and as early as possible!**
- Create links from "Fluid UCamps - Planning" page, main Fluid web site and Meetings pages so people can learn about the UCamp.
 - Send postings to community lists (Fluid-work, and community the camp is for) announcing the UCamp and first planning meeting.

Planning with UCamp Team

- Select the UCamp theme - what is the main goal to accomplish.
- Determine who from Design Community will attend UCamp.
 - UCamp Attendance Sign up should be a separate child page from main wiki planning page and include:
 - name
 - role
 - institution
- Determine who is the UCamp Audience
 - Junior Designers
 - Senior Designers
 - Developers
 - Project Managers/Coordinators
 - Curriculum Designers
 - A mix (if so, what estimated percentage of each)
- Who wants to present at UCamp and on which topic(s)?
 - UE team members may have topics of interest they want to share as presentation
 - Canvas Community via community list for topic suggestions
 - If you are going to do topic canvassing, do so early in the planning process.
 - Have separate child wiki page for Community Suggestions
- Create sign-up list for speakers/topics on UCamp Planning wiki
- What structure should UCamp activities take?
 - Planned talks
 - Open discussion format
 - Lightning Talks
 - Outside speakers (would require advanced planning, budget)
 - Collaborative Project with Designers and Developers
 - Some mix of above
- Lightning Talks need separate child page from main wiki planning page and include:
 - Description of what a Lightning talk is with links to further information
 - Suggestions on length of talk and structure
 - Suggested Topics List (participants suggest topics they want to hear)
 - Sign-up List (Lightning talk presenters sign up)
 - By their nature Lightning Talks are brief and some may occur on the spur of the moment at the UCamp.
 - Be prepared for flexibility!
- Take notes from meetings and post on wiki planning page
- Schedule next planning meeting
 - Meeting frequency often increases as UCamp date approaches.
- Send email to community lists summarizing UCamp planning and also, encouraging people to attend.
 - Reminder emails should be sent out frequently, especially to encourage the community's involvement.
- Collect or make arrangements for any needed supplies at UCamp such as: flip charts, markers, post-its, paper, and so on.

Collaboration Project Planning

- Meet with Designers to determine collaborative project
 - How to find a small component piece that we could work with?
 - Canvas Community via community list for topic suggestions
 - If you are going to do topic canvassing, do so early in the planning process.
 - Have separate child wiki page for Community Suggestions
 - Make sure that mockup html/css code is ready for the UCamp
 - Make sure designers have a chance to do some user research ahead of the UCamp
 - Brief all designers before UCamp on design rationale for collaborative project
 - Determine logistics of how to conduct collaborative session with developers (how to spread Designers out, small groups, etc)
- Meet with Developer Lead for Programmer's Cafe to coordinate ahead of time and describe project ideas, requirements, etc.
- Try and work with Developers to so they can have their appropriate coding environment setup ahead of time.

Post UCamp

- Send to lists email requesting Feedback on UCamp
 - What worked
 - What needs improvement
 - Ideas for future UCamp topics
- **Start thinking about the NEXT UCamp!!!** 😊