Contributor Day Team Lead
Information Pack

Thank you for being a Contributor Day team lead for WordCamp London 2016.

This document aims to outline what to expect on the day and alleviate any concerns. We recommend that you download this on your smartphones, or have this information to hand on your way to the event.

If you have any questions, please do not hesitate to get in touch with us at london@wordcamp.org.

Gary Jones & Tammie Lister

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General Information

Date
Contributor Day will be on **Friday 8th April**. The event will start at **09:00** and finish at **17:00**.

Location
**Graduate Centre, London Metropolitan University, Holloway Road**. We’ll all start in the large upstairs room (**GC1-08**) for introductions and then separate as teams into other rooms in the same building.

Address
166-220 Holloway Road,
London,
N7 8DB

The building is the irregular shaped one. The entrance is shown here (to the right of the bus stop).

Getting there
The closest tube station is Holloway Road on the **Piccadilly Line**.

We highly recommend you use an app like CityMapper to check how to get to the venue ahead of time. This shortcut link has the end location pointing to the venue: [https://citymapper.com/go/nmb81p](https://citymapper.com/go/nmb81p)
Confirmed Team Leads

The confirmed team leads are:

- Accessibility - Rian Rietveld
- BuddyPress - Henry Wright
- Core - John Blackbourn
- Design - Tammie Lister
- Meta - Tom Nowell
- Polyglots - Taco Verdonschot
- Themes - Sarah Semark

While not a team lead, we'll also have Konstantin Obenland as a floating committer role.

What Does It Mean To Lead?

The role of the team leads is to inspire and more importantly - support other contributors. The role is really a friendly face to which ever team you are representing. You do not have to be someone who contributes regularly to that team as long as you are able to find the information to help new people get set up and work on that team on the day.

Some questions contributors will have you may know the answer to already, others you will not. As team leads it is as important to show people how you find that answer - whether it is on the Making WordPress Slack channel or in the team handbooks.

Expect a variety of people and different skill sets. From people who are users of WordPress to system administrators, from new to the knowledgeable.

Before The Day

There are two main tasks to do before the day:

- Prepare a 1-2 minute spoken (no slides) introduction to give to all of the contributors before we break into groups.

  This should encourage people to consider joining your team, and include answers to questions such as:

  ○ What is your team about?
  ○ What do you want to do today?
  ○ Do contributors need a working local environment?
  ○ Anything else you feel is important to share

- Have an idea about what contributors of all levels can work on. You'll have quite the range; from those that have done before to brand new contributors. This could be a list of tickets or tasks which you’d be happy to get people setup and working on.
You may have someone else able to help in your team. We’ll ensure you get a list of everyone attending to check before the day. If that’s not the case, then arranging support via Slack is a great way to get help.

We also recommend you read up on your team’s P2. It is also a good idea to let the your team know that you will be representing the team at WordCamp London at the next team meeting, and invite other team members to join the Contributor Day via Slack.

**On The Day**

**Schedule**

<table>
<thead>
<tr>
<th>Start Time</th>
<th>End Time</th>
<th>Activity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:00</td>
<td>09:00</td>
<td>Contributor Day Set Up</td>
<td>Organisers will be in the building from this time, but there’s no need for team leads to arrive early.</td>
</tr>
<tr>
<td>09:00</td>
<td>09:30</td>
<td>Registration Opens</td>
<td>Tea &amp; coffee served all day</td>
</tr>
<tr>
<td>09:30</td>
<td>10:00</td>
<td>Introductions &amp; Groupings</td>
<td></td>
</tr>
<tr>
<td>10:00</td>
<td>11:00</td>
<td>Session 1</td>
<td></td>
</tr>
<tr>
<td>11:00</td>
<td>11:30</td>
<td>Break</td>
<td></td>
</tr>
<tr>
<td>11:30</td>
<td>13:00</td>
<td>Session 1 (continued)</td>
<td></td>
</tr>
<tr>
<td>13:00</td>
<td>14:00</td>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>14:00</td>
<td>15:00</td>
<td>Session 2</td>
<td></td>
</tr>
<tr>
<td>15:00</td>
<td>15:30</td>
<td>Break</td>
<td></td>
</tr>
<tr>
<td>15:30</td>
<td>16:30</td>
<td>Session 2 (continued)</td>
<td></td>
</tr>
<tr>
<td>16:30</td>
<td>17:00</td>
<td>Closing Reviews</td>
<td></td>
</tr>
<tr>
<td>17:00</td>
<td></td>
<td>End</td>
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</tr>
</tbody>
</table>

**Introduction**

After information about how the day will work, team leads will be invited up to the stage to give their 1-2 minutes introduction.

**Groupings**

We’ll ask people to put their hands up and then split into the groups based on that. People may move groups during the day so be prepared for movement.

You’ll be given one or more table stands and blank postcards to write on the team name.

If you have enough people to split focus into sub teams, then you can use the cards for that.

**Allocation**

As we’ve already suggested, it would be great to have a plan for people to work on. Talk to your group and see if there is something relating to contribution day they want to add to your task list.
Getting started contributing to core session

This session will be available for anyone, people may want to go to this and then join your team. Each person attending will get a USB stick with VirtualBox, Vagrant and VVV on it. This session will cover things like:
- Understanding Trac
- Getting a local environment setup
- Creating and applying patches

Closing Review

At 16:30 the team leads will be invited back on stage to wrap up what has been achieved.

We suggest that you give shout outs to people that have made first patches or done other notable contributions. It is a really great way to recognise here.

You can also say number of contributions and what was tackled too. It may only be a minute or so, but it’s important for everyone to feel that progress has been made and celebrate everyone’s efforts.

Questions

Q1. What if I can’t attend on the day?
A1. If travel plans are disrupted, or you otherwise can’t make it, please let Gary / Tammie know. If it’s before the day, email them on london@wordcamp.org. If it’s on the day, then let Gary know via 07780 601434 (personal number).

Q2. I’m going to need _____. Can I get it?
A2. If you know you’ll need something for the day, please let us know beforehand, and we’ll do our best to get it.