

Free Unconference Checklist

This checklist is part of the P2PU course “How2Unconference” (<https://p2pu.org/en/groups/how-to-run-an-unconference>). It should support unconference organizers in running their own unconference. The checklist is published under creative commons license. Feel free to use and modify it and publish your improved version.



Before Unconference

- Bring together core group of organizers (2-5)
- Define topic and name of unconference (e.g. ...Camp)
- Fix time and place
- Room sponsors (person or organization that provides the physical space)
 - Central “agora” type community space
 - Breakout rooms (3-10)
 - Sponsor area (close to community space)
 - WiFi available (WPA access, no complicated VPN access)
 - Registration desk (welcome people, give badge/t-shirt, make fotos, first two hours of event every day, session proposal forms)
- Financial sponsors (typically an unconference is free of charge, no fee)
 - Sponsors should be fixed three month before event (ryanair planning)
 - Low sponsoring barrier (a few hundred bucks)
- Create communication plan
 - Target group
 - Communication channels (personal/mass, virtual/physical)
 - Frequency of communication
 - Communication material (trailer, photos from last event, testimonials, flyer, poster, badge)
- Define Logo/CI/Twitter hashtag of unconference
- Set up social network (3 month upfront, e.g. use white label social networks or wiki)
 - Frontpage with welcome message, news, images, trailer video, activity stream, sponsors, twitter integration
 - Registration (easy, easy, easy!)
 - Profiles/People page
 - Forum (as marketplace for suggest/request topics)
 - Wiki (for session documentation)
 - Files (for uploads of session material)

Manager suppliers

Catering (food, plates, knives, glasses, soft drinks, tea, coffee, snacks, lunch, dinner etc.)

Band/Music

Network provider

Security/medical suppliers (according to legal requirements)

Insurance (what happens if participants have accidents or damage equipment?)

Organize equipment

Session plan (Pinboards, cards etc.)

Flipcharts for session rooms

Beamer for session rooms

Power supply in session rooms

PA, HiFi equipment

Moderation equipment (pens, paper etc.)

Create detailed checklist for event (for each role, put names and mobile numbers of key persons on it)

Put everything in place at least one day in advance

During Unconference

For each day (in case of multi-day events)

Welcome participants and explain format (moderator, 15 minutes)

Participants introduce themselves (name, three tags with their interests, 30 minutes)

Session planning (30 minutes)

session owner come on stage and pitch their session (3-4 sentences)

Participants vote if session should be taken in

Sessions are placed on session plan (make sure that you keep some free session slots since there will be sessions popping up during the day)

Run sessions (45 minutes each, 15 minutes in between sessions)

Plan at least lunch break (1h) and one coffee break (30 minutes)

Run feedback round (last 30 minutes of the day)

What was the biggest value for participants?

What was good?

What can be improved?

After Unconference

Tidy up space (find supporters upfront, last two hours of last day)

Provide resource for community management (trigger community activities, create a community management plan)

Curate content and push content co-creation (brief people to use proposed platforms and use hashtag for tagging there)

Contact session owners to get session documentation and material

Curate blogs (Wordpress, Tumblr, Blogger etc.)

Curate pictures (Flickr, Picasa etc.)

Curate videos (YouTube, Vimeo etc.)

About the Author

Simon Dueckert (Cogneon, www.cogneon.de) is consultant and coach in the field of knowledge management, knowledge work and learning organizations. Cogneon is experienced in running unconferences in NGO and business settings. If you need professional support in setting up an unconference feel free to contact simon via LinkedIn