



Contributor Day Team Lead Information Pack

Thank you for being a Contributor Day team lead for WordCamp London 2017.

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 & Elliott Porter

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General Information

Date

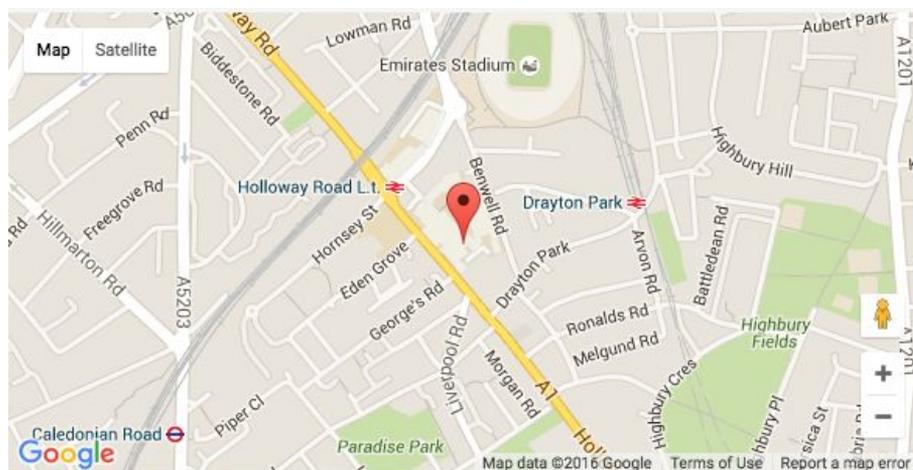
Contributor Day will be on **Friday 17th March**. The event will have doors open at **09:00** (introduction at 09:30) and finish of the wrap-up at **17:00**.

Location

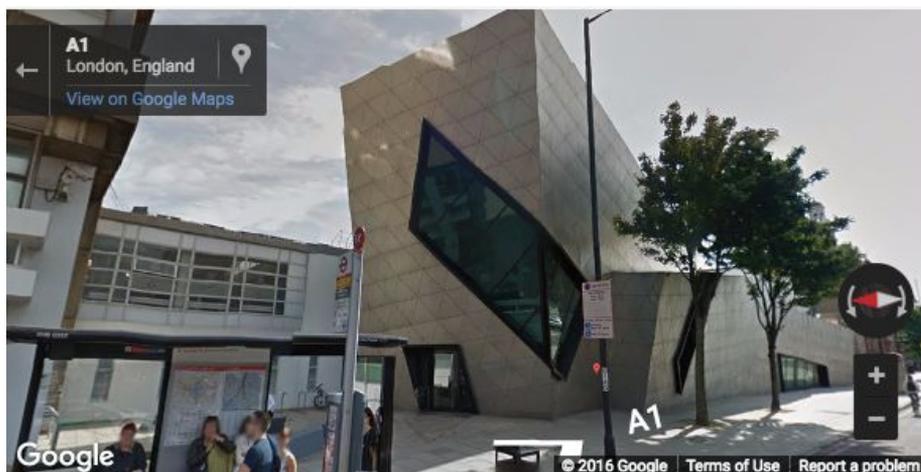
[Graduate Centre, London Metropolitan University, Holloway Road](#). We'll all start in the large upstairs room (**GC1-08**) for introductions and then separate as teams into other rooms in the same building.

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>

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.

Confirmed Team Leads

The confirmed team leads are:

- New Contributor Session - John Blackburn
- Accessibility - Rian Rietveld
- BuddyPress - Henry Wright
- Community - Francesca Marano
- Core - Pascal Birchler
- Design (& Flow) - Tammie Lister
- Documentation - Jon Ang
- Polyglots - Aleksander Kuczek
- Support - Marius Jensen
- Themes - Sarah Semark

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 development environment?
 - Anything else you feel is important to share
- Have some ideas about what contributors of different levels can work on. You'll have quite the range; from those that have contributed 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 in your team who is able to help onboard others. We'll ensure you get a list of everyone who has specified an interest in your team 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 Make 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

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

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. This will be in the alphabetical order of team names.

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.

New Contributor Session

This session will be available for anyone who hasn't contributed before. It will be split into two parts:

1. A 10-15 minutes introduction on contributing to WordPress in general, such as handbooks, what teams there are, getting on to Slack, weekly meetings etc.
2. A longer session that addresses contributing to WP Core (which includes Design, Flow, Accessibility, aspects of Documentation, aspects of Support etc.). 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

Naturally, this information would be transferrable to those wanting to do work on Meta too.

Attendees may want to go to this new contributor session (first or both parts) and then join your team, or you may recommend that they do so, so that they can better participate with your team for the rest of the day.

Internet Access

The wifi network to join is "LondonMet Guest". Attendees will be given an 8-digit password with their badge as they register on the day. This access lasts for the whole of the event.

Everyone's email addresses will have been registered before the event, and this is linked to the password, so only the password needs to be entered to join the network.

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.

You can also say the 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.

During the Conference

The room directly below the main Contributor Day room is GCG-08.

This will be designated as an **Activities Room** during the main WordCamp event, so if people want to keep contributing on the Saturday or Sunday, or arrange for a location to meet with others to work on contributions, this would be a good place to do so.

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 / Elliott know. If it's before the day, email them on london@wordcamp.org. If it's on the day, then let Gary know via +44 7780 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.

Q3. Who are you?

A3. You'll likely see us during the introduction, but if you need us on the day, look out for Gary Jones, and Elliott Porter:



Thank You!

The day would simply not be possible, if we didn't have team leads who can help onboard and guide experienced and new contributors, so thank you for giving your time to us.

- End -