Tips For Barcamp Ethiopia Session Hosts

Below are some tips to help you prepare a great session for Barcamp Ethiopia. As you know, **ANYONE** is welcome to host or co-host a session, you don't have to register it beforehand and you can prepare it in any way you like best. On Friday morning, when Barcamp Ethiopia begins, there will be a big board where you can reserve a time-slot for your session in one of the rooms. Standard time-slots will be about **45 minutes** long.

1.   Be prepared !

- **Prepare something**: A PPT presentation, a drawing, group-activities, some notes or thoughts about what to say and what you would like to happen in your session.

- Think of an **interesting title** for your presentation. A good title is: Not too long, it clearly expresses the core-idea of your topic, while at the same time sounding exciting and attractive for people to attend.

- Be prepared that not everyone is an **expert** of your topic, like you. So think about how you can present it in such a way that it is easy to understand and relates to people with different minds and backgrounds.

- What will happen **after your session**? How can the discussion and interaction continue? You can for example invite interested participants to join an online forum, a mailing-list or a Facebook group, schedule a monthly meeting in a café, etc. Make sure that people who are interested can contact you later for continued collaboration!

2. Be creative !

- Barcamp has an open format - take advantage of this opportunity to do something **different**! A session doesn't have to consist in a person describing his or her powerpoint slides to the audience - try to think of something more exciting, don't be too serious!

- **Activate** the participants of your session! It is boring to go from presentation to presentation if you are not included as an active subject. If you do prepare a presentation, try not to make it longer than 10-15 minutes. Discussion and collaboration are more interesting than mere presentation.

 - Rooms of different sizes, equipped with LCD-projector, microphones, flipchart & pin-board will be available. If you need **other equipment**, bring it or ask someone of the organizers to help you provide it. You are

also free to host your session **outdoors** or to **display** something somewhere on campus throughout the two days if it better fits your topic.

3. Be flexible !

- Do prepare your session, but not too much! Be prepared to **change your approach** in interaction with the other participants. Allow for questions, discussions and other ideas.

- If the time-slot you choose for your session turns out to be too short, then schedule a **follow-up session** at a later time!

- be prepared that **technology might fail**! If there is a power-cut, internet connection is slow or the projector doesn't work, can you still continue your session?

- Include other session-hosts into your session! Maybe you meet someone who is preparing to host a similar topic. Would it be more interesting to **merge** your two sessions into one?

4. Don't worry !

- Don't worry about **how many participants** your session will attract! Some topics attract many, others less - it is not personal and it will depend on how specific or general your topic is and which other sessions run in parallel to yours. An active session with a few engaged and interested participants can definitely be more constructive than one with many less engaged attendants!

- Take it **easy** - Barcamp Ethiopia will not run perfectly, it is not supposed to. So, be patient and enjoy the chaos! Important is to have fun, meet new people and get new ideas.