

Virtual D&TF session guidelines

Based on our collective experience as a community, some types of sessions work well in a virtual developer event, while others not so much. In this page you will find some recommendation for creating an effective virtual event session

Type I - A release/feature/architecture planning session

What is it?

An opportunity to promote discussion and thought process around a topic that is outside the scope of the community's regular weekly meetings

Who should be invited?

- Community leaders, contributors
- External subject matter experts

What to prepare?

- Background material to get everyone up to speed at the beginning of the meeting
- Scope of what needs to be decided

How to run the meeting?

- Document participants input
- Create a draft of the proposed plan
- Determine next steps (vote on the proposal, follow-up meeting, etc.)

Type II - A problem solving session

What is it?

A session dedicated to solving a problem that crosses the boundaries of the working groups inside the community, and/or required external expertise.

Who should be invited?

- Community leaders, contributors
- External subject matter experts

What to prepare?

- Clear and simple problem definition, and background material if necessary

How to run the meeting?

- Document participants input
- Create a draft of the proposed solution
- Determine next steps (vote on the proposal, follow-up meeting, etc.)

Type III - A multi-project collaboration session

What is it?

A session dedicated to bringing SMEs from two or more projects to discuss integration, roadmap alignment or any other topic relevant to the projects.

Who should be invited?

- (At least) one session leader from each of the involved communities
- Community leaders, contributors

What to prepare?

- Background for project A participants
- Background for project B participants
- Clear and simple definition of the scope of collaboration to be discussed in the session.

How to run the meeting?

- Document participants input
- Create a draft of the proposed solution
- Determine next steps (follow up in community A/B, follow-up cross-community workshop, etc.)

Below are some examples of session types that are not well suited for a virtual event and should be avoided:

- **Unstructured brainstorming sessions**
 - Due to the virtual nature of the event it is difficult to get all participants to contribute
 - Better saved for an in-person event
- **Demo or update sessions**
 - Time slots are scarce during the virtual event. They should be used for interactive session
 - Consider creating a YouTube video and/or a blog post. LFN MAC would be able to help promote the content.