

**Title of Session:** TI Festival 2005 Planning Meeting

**Moderator:** BJ Berquist

**Title of File:** 20050525planning

**Date:** May 25, 2005

Room: TI Festival Group Room

**BjB:** I think we are going to have a small group today

**KeikoS** . o O ( small is good )

**SharonHo:** small is good!

**KeikoS:** nice and cozy

**SharonHo:** I have to leave at 8:00

**BjB** smiles and nods. I would like to discuss the certificate, the sign in page, and the pre-festival tips and tricks

**KeikoS** nods profoundly

**SharonHo:** and perhaps..."poster" concept?

**BjB:** but let's get questions about the poster session taken care of first

**SharonHo:** can you tell me what it means?

**BjB:** groups agree to open their group room to anyone

**SharonHo:** and...

**BjB:** Emily, did we need to get the webheads group opened?

**EmilyW:** basically it means that your group is linked from the groups lobby

**EmilyW:** don't think so

**EmilyW:** let me check

**EmilyW:** be right back

**BjB:** oh...thanks.

**EmilyW** left the room.

**BjB:** there is a group lobby in Tapped In

**SharonHo:** yes..

**BjB:** the group lobby will be a featured passageway in Reception

**EmilyW** joined the room.

**EmilyW:** it is not open

**BjB:** all the participating groups will have a featured passageway posted in the groups lobby

**SharonHo:** how can we change that?

**BjB:** thanks, Emily

**KeikoS** bows to enter

**BjB:** just a sec and we'll tell you, Sharon

**BjB:** you don't have to have anyone in the group room...the guests won't be able to add, post, etc to anything in the room

**ElizabethH:** Are group rooms usually closed, and if so, how do new members join?

**SharonHo:** Elizabeth we had a new member join yesterday...

**BjB:** it just gives people a chance to enter a group room, look at resources and get a better idea of what the group does

**ElizabethH:** Did you write to them, Sharon?

**KeikoS** . o O ( open house )

**SharonHo:** Yes:-)

**BjB:** typically only Tapped in members can join a group and only group members can enter a group room

**KeikoS** . o O ( oh, then I must be a group member here )

**ElizabethH:** I was thinking we could put a nice pix of us in the room, and add some links to our Portal Page, etc.

**KeikoS** slowly realizes the obvious

**BjB**: Sharon, you'll have to go to the group room to open the room to all guests

**ElizabethH**: I really did nothing with the room all year, and now, finally, I have some ideas!!

**SharonHo**: okay...here's the duh factor, how?

**BjB** nods to Elizabeth...it's a 'showcase opportunity' for your group

**BjB**: Sharon, you should have the group room in your favorite places menu

**BjB** . o O ( top right of the screen )

**BjB**: I'll pm you with directions

**BjB** . o O ( once you get there )

**SharonHo** left the room.

**ElizabethH**: Emily--just wanted to thank you for all the work you have accomplished on this--you are a whirlwind!

**KeikoS** bows to Emily

**SharonHo** joined the room.

**KeikoS** hugs Sharon

**SharonHo**: whew

**ElizabethH**: How did it go Sharon?

**EmilyW**: thanks

**BjB** cheers. Sharon did a great job!

**SharonHo**: sigh...

**ElizabethH** clap clap clap!

**SharonHo**: is it working now?

**BjB**: after the festival, you can change that setting back to just group members

**SharonHo:** said the technically challenged..

**SharonHo:** okay

**ElizabethH:** Maybe it would be advantageous to leave the room open?

**SharonHo:** why not?

**BjB:** sometimes it is advantageous...unless you don't want people wandering in and out while you're having a meeting

**ElizabethH:** Sharon--you think you're tech-challenged! I gave everyone in the room list moderator privileges by accident.

**EmilyW:** lol

**ElizabethH:** It was a good way to find out which e-mails were dead. I keep meaning to go in and delete the ones that don't work anymore.

**SharonHo:** but that's because you were multi-tasking at the time

**BjB:** did we get the questions about the poster sessions answered?

**EmilyW:** Does everyone understand the poster session now?

**SharonHo:** Is that all there is?

**KeikoS** looks at Emily with Sharon

**SharonHo:** I thought it had to do with posting...

**BjB** nods. If you want to have someone in the room to greet visitors, that would be a good idea

**SharonHo:** okay..

**BjB** . o O ( but that is up to you and the group )

**EmilyW:** or if you want to be in the groups lobby

**KeikoS:** Can we say like Group Open House?

**KeikoS:** Poster session is kind of difficult to understand...

**SharonHo:** we would need to do it in shifts, I think...

**KeikoS** is just ignorant

**BJB**: Keiko, read the festival page

**BJB**: <http://tappedin.org/tappedin/web/festival/>

**KeikoS**: oops

**KeikoS**: Oh, OK.

**KeikoS**: Pardon my ignorance

**BJB**: np

**KeikoS** bows

**BJB**: that's why these meetings are so important....we need to keep everyone on the same page

**KeikoS** nods vigorously

**BJB**: did you all see the sign in form that Keiko started?

**SharonHo**: not yet

**BJB** . o O ( it can't be completed until we have a definite schedule )

**KeikoS**: <http://www.sabotenweb.com/signin.html>

**BJB**: the sign in cert is linked under featured items, links, Sharon

**BJB**: thanks, Keiko

**KeikoS** bows to BJB

**SharonHo**: Yes, I saw it...just haven't reviewed it yet...thanks

**EmilyW**: Keiko, is there a reason why I am on the list to get the form?

**EmilyW**: I don't mind getting it

**BJB**: Dianne and I (mostly Dianne) have scheduled quite a few pre-festival tips and tricks for June

**KeikoS**: BJB thought it was a good idea...

**KeikoS:** I thought you could be certificate committee?

**KeikoS** looks up to Emily

**BjB:** some of them are specifically for helpdesk volunteers

**EmilyW:** ok

**EmilyW:** just let me know what I need to do

**KeikoS:** Comments about the festival itself and technical part

**KeikoS:** Well, Dianne is on it, too.

**BjB:** the volunteers can also get the one-hour credit for participating in the pre-festival tours

**KeikoS:** I think some of us, BjB? made a summary out of the sign-in comments, last year.

**BjB:** but we're hoping that this will inspire some volunteers to lead their own tours.

**BjB** nods to Keiko

**KeikoS:** You can keep track of how many people participated and so forth

**BjB:** I sent a report to Tapped In listing participants for each session and a summary of comments

**KeikoS** bows to BjB and awes to her commitment

**BjB:** post festival stuff takes almost as long as pre-festival planning!

**KeikoS** nods profoundly

**ElizabethH:** Sharon--I think most Webheads will want to be in the sessions. We can leave the group room unattended, but check at intervals to see if there are messages?

**BjB:** consensus is to accept the certificate that Emily designed?

**KeikoS:** \*I\* like it!

**BjB:** me too

**SharonHo:** Okay, Elizabeth

**KeikoS:** Would you be willing to customize for all participants?

**KeikoS . o O ( Emily? )**

**EmilyW:** it depends

**KeikoS:** on...?

**BjB:** Donna will do that, Keiko

**KeikoS:** Oh, Donna will?

**BjB** nods

**KeikoS:** And she likes it?

**KeikoS . o O ( Donna is picky )**

**BjB:** she hasn't said anything.

**ElizabethH:** So people should sign a Sign-in Certificate before each session they attend??

**ElizabethH:** Will there be a secret PW this time too?

**KeikoS:** See the thing is they will need the code

**EmilyW:** as long as it was in powerpoint (or word) she didn't seem to mind

**SharonHo:** PW?

**KeikoS:** it is a required field

**ElizabethH:** Certificate is great!

**KeikoS:** The code is given away at the end of the session.

**BjB:** at the END of each session, Elizabeth. We will give the code (pw) at the end of each session

**KeikoS . o O ( wasn't it BJB? )**

**BjB:** Donna will do the codes again too

**KeikoS** claps

**KeikoS:** Great

**KeikoS:** We are in good shape, then.

**BjB** . o O ( this is one of the things we will be covering in the helpdesk pre-festival tips and tricks )

**KeikoS:** Certificate designed, work designated

**EmilyW:** (I will keep the emails, and if you need help, let me know)

**ElizabethH:** Al sounds good to me.

**KeikoS:** I just have to get in touch with Patti again on how to distribute

**ElizabethH:** All...

**BjB** nods to Keiko

**KeikoS:** If you DON'T want to receive sign ins, Emily, I will take off your address.

**KeikoS:** it is up to you...

**EmilyW:** I want to

**EmilyW:** I want to help

**KeikoS:** OK

**KeikoS** smiles to Emily

**EmilyW:** I just don't know how much I can

**ElizabethH** . o O ( Emily is very helpful )

**KeikoS:** Well, for Sign in, I will just filter it in a mailbox I designated and..

**KeikoS:** really don't do anything

**BjB:** let's take a quick look at the agenda for tips and tricks, please

**KeikoS** nods to BJB

**BjB:** scroll down on the page above the chat window

**KeikoS** . o O ( unless there is technical problem, I guess )

**KeikoS** does what BJB tells us

**BJB:** there is a note next to the featured passageways

**BJB:** all helpdesk volunteers should always introduce themselves...just as all events always start with introductions

**KeikoS** nods

**BJB:** all volunteers should have the festival page url in their ME/Links file

**KeikoS** takes notes

**BJB:** Keiko, just copy and print out the note

**KeikoS** nods

**KeikoS** . o O ( I mean mentally )

**BJB:** volunteers should know how to let people know where events will take place...do you all know how to find out that information?

**BJB** . o O ( right now it's moot, since I haven't assigned many events to rooms yet )

**KeikoS:** schedule?

**KeikoS** is still an ignorant helpdesk wannabe here

**ElizabethH:** the Festival Schedule page?

**BJB:** yes, if you go to the schedule and click an event, the room where the event will take place is identified

**EmilyW:** what exactly is the difference between pre-festival tips and tricks and regular tips and tricks?

**ElizabethH:** BJ--you did know we will do the Video Webheads in Mike Marzio's office?

**BJB:** Emily, Pre-Festival TandT will follow the agenda I'm outlining now

**EmilyW:** I have a suggestion for the agenda

**BJB:** no, I didn't know that, Elizabeth. You told me the WIA room

**KeikoS:** Well, then webheads room really needs to be open to anybody

**KeikoS:** I mean, Mike's office

**BjB:** let me get you the blurbs for the volunteer and pre-fest t and t

**BjB:** Keiko, if an event takes place in an office, then anyone can go there...it's not like a group

**KeikoS:** Oh, OK

**KeikoS** nods profoundly

**SharonHo:** thanks..

**BjB:** here is the calendar blurb for helpdesk volunteer Tips

**BjB:** \* SPECIAL! Pre-Festival Tips and Tricks for Helpdesk Volunteers

**BjB:** 3:00pm PDT/6:00pm EDT/22:00 GMT

**BjB:** All Tapped In helpdesk volunteers are urged to participate in at least one of the pre-festival tips and tricks to refresh your skills and learn about Festival-related links and notes before Tapped In Festival 2005. Participation in ONE Festival Tips and Tricks event is worth one hour of participation toward the three hours needed to receive a Certificate of Participation. Continuing Education Credits for the certificates are determined by individual educational institutions.

**KeikoS:** OK

**KeikoS:** So, that is for the first radio button in my sign in that says...

**KeikoS:** Orientation tours for helpdesk volunteers

**KeikoS** . o O ( right? )

**BjB:** here's the one for members

**BjB:** \* SPECIAL! Pre-Festival Tips and Tricks

**BjB:** 3:00pm PDT/6:00pm EDT/22:00 GMT

**BjB:** Learn the 10 steps to having a successful chat and getting the most out of Tapped In Festival 2005! Participation in ONE Festival Tips and Tricks event is worth one hour of participation toward the three hours needed to receive a Certificate of Participation. Continuing Education Credits for the certificates are determined by individual educational institutions.

**KeikoS:** And that is

**KeikoS:** Pre-Festival Tour

**KeikoS:** Should I give a better name?

**KeikoS:** Maybe the description you just posted?

**ElizabethH:** BJ--the Webheads will be in the Webhead office.

**BjB:** right, Keiko. Orientation is Pre-Festival Tour

**KeikoS:** I will change it and will let you see it

**KeikoS:** Could you give me some advice/comments?

**KeikoS** looks up to BJB with fishy eyes

**BjB:** Pre-Festival Tips and Tricks is good

**DavidWe** joined the room.

**DavidWe** waves

**KeikoS:** for volunteers?

**BjB** waves hi to David

**KeikoS** hugs David

**ElizabethH:** How about "Festival Tips and Tricks"?

**BjB:** won't really matter which one they attend

**KeikoS** is a little confused about the terms

**KeikoS:** So it can really be one?

**BjB** nods

**KeikoS:** OK

**KeikoS:** I will fix that

**BjB** . o O ( KISS principle )

**KeikoS:** I will fix that

**ElizabethH:** . o O ( it's really Tips about the Festival... )

**SharonHo:** oh, sorry David...hi!

**DavidWe** smiles

**ElizabethH:** Hi David

**DavidWe** waves again

**BjB:** let's make the code for the pre-festival tours "orientation"

**KeikoS:** OK

**KeikoS:** I will do all that fixing and will ask BJB to take a look

**BjB** nods

**EmilyW:** What happens to the people at the Festival who have the wrong time zone setting, and misses the session they want to go to? Can the time zone setting be a part of the pre-festival tour?

**ElizabethH:** TI really needs to get into GMT/UTC and link to timeanddate.

**BjB:** it should be, Emily. Good point

**KeikoS** nods vigorously

**ElizabethH:** I'm already confused with the times not being Daylight Savings corrected.

**ElizabethH:** this shouldn't be difficult to program?

**KeikoS:** Oh, it is not, Elizabeth?

**DavidWe:** I believe that they are Daylight Savings Time corrected, Elizabeth

**KeikoS:** Or all of us have to reprogram

**BjB:** The times convert to Daylight savings

**BjB:** . o O ( automatically )

**KeikoS:** except Arizona and Indiana, but that is a different category, I believe.

**EmilyW:** lol

**DavidWe** agrees with Keiko

**BjB** nods...different planet?

**ElizabethH:** David--I think it just says on the page--if there is a star, these are to be converted to DT

**EmilyW:** (not Indiana for long)

**ElizabethH:** DST

**KeikoS:** I recall Zaz did quite detailed job

**DavidWe:** It's done for you, I believe, Elizabeth

**BjB:** Emily, setting time zones will be covered when people go to the schedule

**BjB** . o O ( same as when we show the calendar during the regular tours )

**KeikoS** nods to BJB. That would be appropriate

**EmilyW:** ok

**BjB:** The 10 steps were written two years ago when chaos ruled

**KeikoS** recalls with fond memories

**BjB:** last year things went really well...because of all the pre-festival tours we did

**KeikoS** nods vigorously

**KeikoS:** even really big groups with early schedule were well-managed

**BjB:** but I will post the 10 steps in all the public conference rooms

**KeikoS** bows to BJB

**BjB** agrees with Keiko. We also had a more experienced group of presenters

**BjB:** the 10 steps have reminders of how to detach the chat and sending private messages

**BjB** . o O ( very important to stress both of those )

**KeikoS** nods vigorously

**BjB:** getting to the poster session group rooms will be easy...just link to the group lobby featured passageway in reception

**BjB:** then use the featured passageways to the group rooms

**BjB:** when you are in a group room there is always a link in that room back to the lobby

**ElizabethH:** Is the group room ready for linkage now?

**BjB:** been done, Elizabeth.

**ElizabethH:** I'm getting hyped for this, guys--I feel as if it should be in June!

**BjB** laughs. Not yet, Elizabeth...we still need a couple sessions. I'm looking for a math session

**DavidWe** ducks

**EmilyW:** I would do a math session if I could

**DavidWe** will volunteer

**DavidWe** will volunteer Emily?

**BjB:** and maybe a tech session. I'm going to talk to the trackstar people

**BjB:** they're doing a session in June

**DavidWe:** That should be EASY to get, Bj

**ElizabethH:** Is Trackstar free? I have just noticed it in my cards.

**SharonHo:** Back a bit....would you telling me what linkage means?

**BjB:** yes, right now it's free

**EmilyW:** I can help David plan it

**EmilyW:** plan one

**DavidWe** nods

**DavidWe:** linkage == a link on a web page

**DavidWe** . o O ( I think )

**ElizabethH**: Excuse me - phone

**BjB**: featured passageway, Sharon

**SharonHo**: but from the group room?

**SharonHo**: oh...okay

**BjB**: from the groups lobby

**SharonHo**: thanks

**ElizabethH**: Is that the name? "Groups Lobby"?

**KeikoS**: How does this look?

**BjB**: you can visit the groups lobby and see what it looks like

**KeikoS**: <http://www.sabotenweb.com/codes.html>

**ElizabethH**: this is off the TI campus?

**BjB**: let's go to reception and I'll show you how to find the groups lobby

**DavidWe** puts his shoes on

**SharonHo** left the room.

**ElizabethH**: Elizabeth grabs her umbrella

**KeikoS**: and this...

**KeikoS**: <http://www.sabotenweb.com/signin.html>

**KeikoS** will follow

**ElizabethH** left the room.

**BjB** left the room.

Room: TI\_Reception

**BjB** joined the room.

**DavidWe** joined the room.

**BJB2** left the room.

**DavidWe** left the room.

**BjB**: see IN THIS BUILDING

**KeikoS** joined the room.

**KeikoS**: bad sign, Safari freezes again

**KeikoS** better do some maintenance before the conference

**DavidWe** joined the room.

**BjB** . o O ( on the blue menu...IN THIS BUILDING )

**ElizabethH** left the room.

**KeikoS** follows

**KeikoS**: OK

**DavidWe** left the room.

**KeikoS**: Oh, is it not just me?

**KeikoS** . o O ( Luckily I am following )

**BjB**: I just featured the passageway to the groups lobby so there are a couple ways to find it

**BjB** left the room.

Room: TI\_3\_Lby

**BjB** joined the room.

**BjB**: what do you think, David and Elizabeth?

**ElizabethH**: Are the Featured Links all the poster/group rooms?

**EmilyW**: yes

**ElizabethH:** Sorry--Featured Passageways

**ElizabethH:** That's great

**SharonHo** joined the room.

**KeikoS** joined the room.

**KeikoS** bows to enter

**ElizabethH:** Can you change "Take a look at these:" to "FESTIVAL POSTER SESSIONS"? or like that?

**BjB:** we're going to encourage all comments to be made to the discussion board here in the lobby

**DavidWe:** It's Grrreat!!!

**BjB** . o O ( so that the comments are centralized )

**ElizabethH:** Good idea, BJ

**DavidWe** smiles

**ElizabethH:** The message in "How to Join a Group" seems a little difficult?

**BjB:** fixed the featured passageways to say festival 2005 poster session groups

**KeikoS:** Can I get you to take a quick look at

**KeikoS:** <http://www.sabotenweb.com/signin.html>

**KeikoS:** and

**KeikoS:** <http://www.sabotenweb.com/codes.html>

**ElizabethH:** Where is "On This Floor"?

**BjB:** if you can make it more clear, Elizabeth...it's a fairly complicated procedure

**KeikoS:** On the menu to the left

**ElizabethH:** Yes, Keiko--I just was there.

**KeikoS** bows

**SharonHo:** maybe it could be bulleted

**KeikoS:** under Welcome

**KeikoS:** Above Notes

**ElizabethH:** Can you just put a link there too instead?

**ElizabethH:** Yes, bullets would be good.

**SharonHo:** I think if it's broken up with white space it could appear to be easier to read

**ElizabethH:** . o O ( the designer's eye, Sharon )

**SharonHo:** LOL

**ElizabethH:** Maybe bullets or more white space in the box above--TI Festival 2005

**SharonHo:** I'm also an advocate for the Plain English movement

**ElizabethH:** Since the links are already posted, maybe it could be shortened a bit too--

**SharonHo:** sorry, I've got to go and pick up my DH, but won't sign off so that I can receive the complete transcript

**KeikoS** waves and bows to Sharon

**SharonHo:** Thanks very much. When is the next meeting?

**DavidWe** waves to Sharon

**ElizabethH:** Just start with "In keeping with the Festival theme, Creating Connections through Collaboration, this room showcases collaborative groups. Scroll down to link to groups in the Featured Passageways box.

**SharonHo:** Bye all!

**KeikoS** smiles to Sharon

**KeikoS** wonders about BJB's well-being

**ElizabethH:** Groups have organized poster sessions to display their collaborative ideas.

**ElizabethH:** After visiting a group room, return [HERE](#) to post a comment in the folder "Festival Poster Session Comments" in the featured Items box.

**BjB:** check how to join a group now

**ElizabethH:** Bye sharon! See you in a couple of weeks.

**KeikoS** left the room (signed off).

**ElizabethH:** Just trying to shorten it a bit.

**KeikoS** joined the room.

**KeikoS:** Wow, BJB strikes again!

**ElizabethH:** Can you put a link in "How to join a Group"?

**KeikoS** claps

**BjB:** where do you want the link? What would it link to?

**ElizabethH:** Instead of "Select On This Floor under Welcome on the left, etc."

**BjB:** I'm not sure I can do that

**BjB:** I'll have to talk to Patti

**ElizabethH:** Could they join a group right from the group site when they link from Featured Passageways?

**BjB:** no

**ElizabethH:** that would be the easiest direction--just join when they are there on the spot.

**ElizabethH:** So they couldn't just go and click to join?

**ElizabethH** left the room.

**KeikoS:** oops

**BjB:** the problem is that the system is set up so that people can only enter a group room if they are members of the group.

**KeikoS:** ahhh

**BjB:** ackk

**ElizabethH:** I see--I went to Jeff's and it says "anyone can see and join this group" but it doesn't say how to.

**ElizabethH:** I see little ?'s in the How to Join a Group box.

**ElizabethH:** Could this be \*\*\* or --?

**BjB:** hmmm...I put in bullets, and I see boxes

**BjB:** asterisks might work better

**KeikoS:** I see kind of like shoes

**ElizabethH:** Yes--bullets are not universal in all browsers.

**ElizabethH:** Bye David

**ElizabethH:** I'm thinking that all of the boxes will accept a little html, such as italics and bolding, as well as urls--this makes a prettier page.

**BjB:** I use Safari at school with no problems, but I've heard a lot of good things about firefox

**KeikoS:** Elizabeth, I don't think so...

**BjB:** notes don't take html

**ElizabethH:** Safari isn't being updated quickly enough, but Keiko is right--you need to update Java.

**KeikoS .** o O ( right, BJB )

**BjB:** I can make italics and bold on the calendar, but not in the text here

**KeikoS .** o O ( limitation, but that is how it is now, I guess )

**ElizabethH:** How to Join a group looks easier to read now, I think.

**KeikoS** agrees with Elizabeth

**BjB:** we've kind of gone over our one hour meeting

**ElizabethH:** Anyway--it looks good with the asterisks.

**KeikoS** agrees

**BjB:** if you have any other suggestions, please email me.

**ElizabethH:** sorry to have kept you, BJB & Keiko--I'll explore the room a bit.

**ElizabethH:** See you next time?

**KeikoS:** Let us know if you find cool tricks!

**BjB:** thanks for joining us, Elizabeth.

**KeikoS** bows to Elizabeth and BJB

**BjB** waves goodnight

**KeikoS** hugs good night

**KeikoS:** I will see you around

**ElizabethH** hugs everyone!

**KeikoS:** Thanks for your participation and input, Elizabeth!

**KeikoS** bows deeply

**BjB** left the room.

ED Note: Next TI Festival Meeting is June 22, 7pm EDT/23:00 GMT