

JULY 2024, v1.1.

HOW TO RUN A RESEARCH MEETING

THRIVE

Contents

Resources **2**
Introduction 2
Schedule for Research Meetings: 3
Workflow: 3
Version Control Information **7**

Resources

Here is a list of resources referred to in this guide. If something is missing, or needs to be updated, you are welcome to change it in the living document.
Otherwise, let the #wiki Slack channel know.

Resource
THRIVE Internal Event Guidelines: https://wiki.strive2thrive.earth/forms/Event%20Guidelines%20(Internal).pdf
Presentation Template: https://thriveprojectgroup.slack.com/files/U01BWQSFFHN/F02SFR9EC3B/thrive_powerpoint_presentation_template.pptx
Research Presentation Calendar: https://docs.google.com/spreadsheets/d/1KgYsEkZ5vAn0Pc5XFu-5TU4-xd9p9MGz7LZlo48Idj8/edit#gid=908688346

Introduction

This document explains how to organise THRIVE Research Meetings and what steps should be followed for maximum engagement. Unlike most meetings, these tend to be based around presentations by other researchers.

These guidelines must be followed for all research meetings.

The meetings are usually held online. Each meeting requires:

- 2 facilitators. (primary and backup)
- 2 hosts. (primary and standby (In some cases, there will be additional host to announce the awardings)
- 2 presenters.

The responsibilities of the facilitator are explained in detail in the workflow of the event, below the schedule here:

Schedule for Research Meetings:

Time	Activity
0 - 10 min	Introduce the meeting and what is being discussed.
10 - 20 min	Ask new researchers to introduce themselves briefly (maximum 90 seconds). Get them to talk about their interests, reasons for being with THRIVE and professional experience.
20 - 40 min	1st presentation by a research member, as agreed in the previous meeting . Try to stay within 15 minutes for the presentation and 5 minutes for questions.
40 - 60 min	2nd presentation by a research member, as agreed in the previous meeting . Try to stay within 15 minutes for the presentation and 5 minutes for questions.
60 - 85 min	Interaction among members, encourage discussion, Poll, announce next hosts and presenters and wrap up.

Workflow:

1. **Follow the roster** for the fortnightly meeting schedule, hosts and presenters and modify the roster to add new members/remove members who are not continuing with THRIVE.

2. **Prepare the agenda** based on the schedule above.
   Include the names of hosts, presenters and their discussion topics, and required time for introduction, general discussion and conclusion.

3. **Create a Zoom meeting** using a Zoom Premium account.

   Please see page 5 of the Internal Event Guidelines **(click this link here)** for instructions on how to set up a meeting, record and upload it.

   If you lack a Premium account, use another online platform such as Teams or Google Meets that has a recording option and is accessible to all.

   The Internal Event Guidelines have instructions on how to create and run a meeting in Google Meets.

4. **Create an event listing** and post it in the relevant Slack channels (usually #researchers, though you can post in #research-coordination and #events if needed).

   The event agenda should be included in the event post description.
   This agenda should include:
   - The meeting name (for example #22.01 Thrive Research Meeting. *Meeting number is always based on #Year.Week*).
   - Meeting time.
   - All items in the schedule, including presenters and their topics.
   - Names of hosts.
   - Names of facilitators.

   Please see page 8 of the Internal Event Guidelines **(click this link here)** for instructions on how to use Eventbot in Slack in organising events.

5. **Remind the channel about the event** once a day over the coming few days until the event. You should also individually invite THRIVE members to the meeting by availing the Invite option (in the event settings).

6. Promote in multiple relevant channels, including at #events and in #general (if applicable). Avoid overlapping with other meets, and be careful of the timezones of the people you wish to invite.

7. **Share any materials relevant to the meet** ahead of time and provide clear instructions on what is required of those attending.

   Meets should serve a direct purpose such as brainstorming, planning, training, sharing, or for decision making. Avoid showing up ill prepared.

8. **The facilitator should encourage thrivers to RSVP** (whether attending or not), record attendance, and any action items, and set the next meet soon after the first is over.

9. **The facilitator should invite the hosts and presenters** of the next research meeting to the #research-coordination Slack Channel.
   Do this 2 weeks before the next research meeting.

10. **The facilitator should contact the presenters and hosts** personally after adding them to the channel to remind them of their schedule for the next meeting. Afterwards, all communications should be done through the #research-coordination channel.

11. **The facilitator should provide the presentation template** to the hosts and presenters, remind the presenters of their time duration and discuss the agenda with the primary host.

12. **The facilitator should also set up a poll** (through Zoom or afterwards in Slack). This poll should have questions on: the usefulness of the presentations, preferable topics for future presentations etc. The facilitator can also use the poll to ask the audience about the timing or date of research meetings if needed.

13. **The facilitator should post the names of attendees** for each research meeting and post this to #research-coordination channel during the meeting for record-keeping purposes.

14. **The facilitator should send a message in Zoom chat** asking everyone to keep themselves muted unless they need to speak.

15. **The facilitator should collect the presentations from the presenters,** then create a folder with them and the meeting recording, using the naming convention “Year-Month-Date Time Thrive Research Meeting hosted by xxx”.

16. **The folder should be uploaded to Uploads on NextCloud**. Instructions on how to do this are on page 18 of the Internal Event Guidelines **(click this link here)**

17. **Any new facilitator is encouraged to go through the previous recorded meetings** to get an idea of how to conduct research meetings.

18. **Any meeting held among the team of facilitators should be recorded** and uploaded to Nextcloud where deemed necessary.

19. **Important team meeting discussions should be written** and shared with relevant members as meeting minutes.

Role of the Host

1. The host must prepare slides for hosting the meet - one to introduce the event, and another for the agenda. Use this template to create the presentation.

2. At the start of the meeting, the host should welcome new members and allow them to introduce by themselves.

   Ask them about their qualifications, background and interests with working at THRIVE. This informs their subject area and who they may collaborate with. Some of those in the #webinar and #podcast team will be there to seek suitable thrivers based on abilities, though if you find someone who can create video content, please direct them to those teams through a Slack message).

3. The host should briefly introduce what THRIVE does and the purpose of research meets.

4. The host should introduce the presenters and invite them to do their presentations. After the presentations the host should facilitate the Q&A session. This involves prompting others to ask questions to the presenters.

5. The host should initiate general discussion. This may include some polls running by the facilitator, giving some notice.

6. The host should invite the co-host to do announcements if available, such as announcing the THRIVE member of the month award.

7. The host should make concluding remarks informing next research meeting date, host and presenter (Please see the research meet roster here https://docs.google.com/spreadsheets/d/1KgYsEkZ5vAn0Pc5XFu-5TU4-xd9p9MGz7LZlo48Idj8/edit#gid=908688346).

   Encourage participants to watch/participate in any upcoming #webinar, #newsletter, and #podcast (details can be found in their Slack channels), and send any recommendations to the #researchers Slack Channel for speakers, such as known VIPs, lecturers, professors, etc

8. Also encourage researchers to register their interest to present in future meetings. Get them to pick a slot in the below spreadsheet:

   https://docs.google.com/spreadsheets/d/1KgYsEkZ5vAn0Pc5XFu-5TU4-xd9p9MGz7LZlo48Idj8/edit#gid=908688346

   Then, ask people to select a suitable time and post it to the #research channel.

Role of Researchers in Meetings

Researchers should aim to present a presentation every three months. This can be about anything, whether new discoveries, interesting articles or findings, or even just providing a groundwork for your field.

These meetings are a great platform to present your expertise to other researchers, and even find opportunities to work with others in THRIVE.

To this end, if you are interested in presenting, please pick an open slot in the below spreadsheet - if none are available, let the #researchers Slack channel know:

https://docs.google.com/spreadsheets/d/1KgYsEkZ5vAn0Pc5XFu-5TU4-xd9p9MGz7LZlo48Idj8/edit#gid=908688346

Then, ask them to select a suitable time and slot, and post this information to the #researchers channel, asking the person responsible for editing the spreadsheet to add their details.

Once someone does this, please let the person responsible for editing the spreadsheet know, so your details can be added to it.
If this is not known, let the #researchers channel know.

Version Control Information

Updated by: (@name)	Version Number	Update Description	Reason	Date (as dd/mm/yyyy)
@Justin	v0.7	First draft	n/a	21/02/2022
@Justin	**v0.8**	Added detailed information	For better understanding of the process	**12/03/2022**
@Justin	**v1.0**	Fixed broken links + Updated the process	To be consistent with the changes in the process	**29/05/2024**
@Thandie	**v1.1**	Added the Resource and Version history sections	For consistency with the document updating guide	**09/07/2024**