Bebras International Workshop 2020

Delegates' Guidelines for Working Groups

Preparation for Working Group Participation

Please read through this document thoroughly in order to make your work for the Bebras Workshop more efficient.

Prepare Your Workplace

You will need to have the following installed and running:

- A recent **computer**.
- A working **microphone**.
- If possible a **webcam**.
- A proper up-to-date **web browser** (for this year Chrome or Chromium derivatives like Vivaldi are preferred for compatibility reasons).
- A **SVN client** (except for guests or representatives without SVN access[1]).
    - Windows: TortoiseSVN is recommended (https://tortoisesvn.net/).
    - macOS: either use the command line (if you're comfortable with it) or consider Versions https://versionsapp.com/ (not free); some people have also used integrated development environments that offer SVN functionality; some people even run a virtualized Windows just for TortoiseSVN.
    - Linux: you know what you're doing, right?
- **LibreOffice** 6.3 or 6.4 (https://www.libreoffice.org/download/download/). Older versions become increasingly incompatible. OpenOffice is no longer an alternative.
- A proper **text editor** (not Word or LibreOffice but for HTML source code editing)
    - Windows: Notepad++ is recommended (https://notepad-plus-plus.org/downloads/).
    - macOS: TextWrangler 5.5.2 was recommended for pre-macOS 10.15, Atom is also working with macOS 10.15 (https://atom.io/).
    - Linux: you know what you're doing, right?
- Our **video conferencing tool for the working groups** (a local installation of Jitsi Meet available at [https://workshop.cuttle.org/Bebras*YourRoomName*](https://workshop.cuttle.org/BebrasYourRoomName)) will run fine in any web browser. There is an electron app available (https://github.com/jitsi/jitsi-meet-electron/releases), but watch out for security problems with electron apps because they tend to bundle older chromium versions with security problems.
- Our **video conferencing tool for the plenaries** (a commercial service called GoToWebinar) will require a specialized app available at login. The mileage on Linux may vary.
- Our **chat tool** (Zulip) will run fine in any web browser. There is an electron app available (https://zulipchat.com/help/desktop-app-install-guide), but watch out for security problems with electron apps because they tend to bundle older chromium versions with security problems. You

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[1] NBOs may request additional SVN access for their representatives by sending an email to Ahto Truu (ahto.truu@ut.ee).

might want to consider turning on email notifications for new messages if you're used to working with email a lot.

- Access to a **UTC clock**. Consider setting the clock of your computer to UTC, put a second clock on your desk or use one of the many web services for showing different times like https://www.timeanddate.com/worldclock/fixedform.html. A basic schedule is available at https://share.bwinf.de/apps/calendar/p/rACxJ3ZZn5EsA9ZX.
- If you'll be working with graphics consider installing **Inkscape** (version 1.0 just came out): https://inkscape.org/release/inkscape-1.0/.
- Consider having a second or even a third monitor available.
- Consider having a document stage available[2].

Get Started

Get Access to All Systems

- Check if you (still) have access to the SVN, check out the latest version or update your SVN. If you have trouble with that or no SVN account, there will be a **Pre-Workshop Q&A session on Sunday, 17th of May, 2020 from 10^{00} - 12^{00} UTC**. This session will focus on the content. Presentation for which the questions and answers are intended are available at https://share.bwinf.de/s/KDkWPPjP27iTfiw.
- Try if our local installation of Jitsi Meet and GoToWebinar works on your computer for example by going to the **Pre-Workshop testing session on Saturday, 16th of May, 2020 from 10^{00} - 12^{00} UTC**. This session will focus on the technical aspects.
- Register in Zulip. A link should have been sent to you already[3].
- Register in GoToWebinar. A link should have been sent to you already[4].
- Find out in which working group you are. This information is placed in the SVN: 2020/WorkingGroups/WorkingGroupMembers.pdf . Guests or representatives without SVN access will be informed by their working group leaders[5].

Prepare for Your Working Group Participation

- Update your SVN (not for guests or representatives without SVN access, they will receive PDF files from their working group leaders; it might take a while because in preparation for the working group's work many files are copied).
- Read your group's task proposals thoroughly in advance. Build your own opinion about the task proposals.

Be Available & Contribute

Work in your working group will be led by a working group leader. They will contact you in advance about the exact times & (virtual) places. They are also available for answering any questions you have during the workshop regarding tasks, task improvements and practical aspects around the working groups.

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[2] A tutorial on how to build a document stage is available in the Pre-Workshop-Workshop presentations available at https://share.bwinf.de/s/KDkWPPjP27iTfiw.
[3] Contact Chris Roffey (chris@codingclub.co.uk) if you didn't get the link.
[4] Contact Wolfgang Pohl (pohl@bwinf.de) if you didn't get the link.
[5] Contact Christian Datzko (christian@bebras.services) if you didn't get assigned to a working group.

For your work the [tools mentioned above](#) are at your disposition. Since this is a virtual Bebras conference some things will go differently than in the physical meetings we've had before, so some flexibility over time will probably be required. Please make sure, …

- … that everything task-related ends up in the task's directory in the SVN. There is another shared folder available, but that's not properly versioned and stored for future use so it should only be used for temporary work like a shared working progress spreadsheet.
- … document your work & progress in a way your working group leader asks you to.
- … that you read your emails and chat messages regularly to avoid missing important announcements.
- … that you communicate directly to the recipients needed. For a few people you may use email or chat. If you want to reach your working group you may use the mentioning method in Zulip (@<working group name>).
- … the mailing list for the workshop attendees available at bebras-ibw2020@lists.bwinf.de should be used for topics that are meant for the whole workshop and important enough to be kept in everyone's mailbox after the workshop, for other communication the video conferences and chat system should be used. This mailing list is also a fallback in case of technical difficulties with the other system.
- … that you participate in your working group's video conferences.
- … that you stay in contact with your working group leader.
- … that you participate in the plenaries (required for NBO representatives, open for everyone in the community).

Remember to put a proper comment in the "Comments" section of a task to inform others what you changed in a task, why you changed it and maybe alternatives that you decided not to follow. Don't forget to put your name, email address and date to the comment. Also don't forget to add yourself with name, email address and country into the list of authors. And of course make a proper commit comment when committing your work to the SVN (guests or representatives without SVN access will have to collaborate with other working group members for this).

Don't hesitate to ask for help. Within your group, experts on different aspects of task creation are available. For graphics some experts are also available, you may be able to ask them even if they're not in your group. Sometimes it's even more efficient to make a quick hand drawing of graphics while you're improving a task and taking a picture to be included in your task as a preliminary measure. Asking for help is handled in specialized support streams in Zulip.

If you are a teacher or have been a teacher for quite some time, don't be intimidated by the other members of the working group or the community. *You* are the experts on students, *you* work with or have been working with children on a day-to-day basis. If you have a gut feeling that a task or an aspect of a task may be too difficult or too simple for the aimed age category, formulate your doubts.

Properly Finalize Your Work

At the end, tasks will have to be categorized and rated. Your working group leader will inform you about the definite process. In the last years tasks have been categorized as "accepted", "work needed" or "held back". They have been rated based on their current state and for each had been assigned a primary age group. Also the best task proposals from each working group have been nominated for the selection of the best tasks of the year.