

## MAPATHON ORGANISERS CHECK LIST

### ADVANCE PREPARATIONS

- Decide Date
- Organise Venue
- Create Eventbrite page (ideally two weeks in advance of the event)
- Select ticket types ... beginners (iD), regulars (JOSM), remote. Validators
- Organise Speakers – One tutor to do the walk through for new mappers. One guest speaker to introduce OSM, HOT, Missing Maps
  
- Arrange tasks for event well in advance. 2 tasks in different areas works well as mappers can experience the different challenges that different areas brings (different building types or tags, varying image quality etc). Most important task to be pushed first. (Ideal world scenario:) Better to opt for a more difficult task and have new mappers ask questions at the event than an easy task where they may have difficulty on other tasks in the future.
- Missing Maps facebook post  
<https://www.facebook.com/MissingMapsProject>
- Twitter promo/post
- Invites - From Wufoo list. Unsubscribe form and responses spreadsheet for Missing Maps Project [Wufoo mailing list](#). Ideally done by someone with a Red Cross or MSF email address
- Arrange catering (usually pizza for ease)
- HOT facebook post <https://www.facebook.com/hotosm>
- Update the Missing Maps OSM wiki page
- Process for remote mappers to get involved. Draw up detailed enough instructions so that they can be involved in case of issues during the event
- Media participation? Sky News, BBC Click, Guardian Cities amongst others have all been keen to get involved (either at events or interviews)
- Send message to all attendees day before the event as reminder to bring laptop and mouse and set up an Openstreetmap account, for JOSM users to download JOSM.
- Organise someone to take photos at the event
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### VENUE CONSIDERATIONS

- Size of venue will decide number of seats available. London plans for upwards of 80
- Check available tables and chairs
- Check number of plug sockets for number attending. Need extension cords
- Large overhead screen for visual training aids
- Check WiFi able to accommodate number of mappers
- Available password for multiple WiFi access.
- Address and map for attendees.
- Signs for directions in corridors (if complex)

### ON THE DAY

- Test Wifi - both Mac and Windows if possible
- Ensure Tasking Manager is working on the day
- Make name tags for attendees
- Foldout poster print - idea is 1 per person, but not everyone will take them
- Ensure catering is confirmed and appropriate for event size
- Print table instructions
- Engage remote mappers. Have someone at the event answering questions from the 'remoters'

### AFTER THE EVENT

- Appropriate thank to host for the venue
- Event photos and thank you to attendees posted to Missing Maps facebook page, twitter link, HOT facebook etc
- Arrange a meet up at a suitable pub afterwards
- Update event wiki page
- Ensure venue is clean, tidy and tables and chairs put back.

START THINKING AND ARRANGING THE NEXT MAPATHON IF YOU HAVE NOT ALREADY DONE THIS.