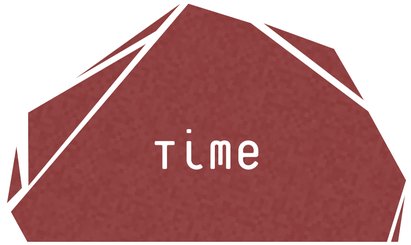
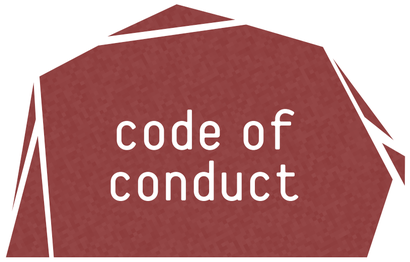
our 10 point roadmap



- Full day events or weekend long events exclude many people. Consider making your event a half day, an evening event or break it up over successive weekends.
- Allow enough time to properly publicise your event.
- Make sure to pace the event carefully.

- Choose your learning space carefully.
- Does it have public transport connections and is it clearly sign-posted?
- Are there bicycle racks & parking nearby?
- Is it a flexible space, where tables and equipment can move?
- Is the room fully accessible to able & disabled persons?
- Does it have access to gender neutral bathrooms?
- Does the event have to be in Dublin? Or can it be live streamed?
- Is there good sound or do you need amplification?
- Is the wifi strong enough for a group?

- Word of mouth is a very strong way to publicise your event.
- Reach out beyond closed online social media groups to attract a wider set of skills and demographic.
- Be careful in how you describe your event. If your event is focused on equity and inclusion – foreground that.
- Have a clear registration site and someone designated for communication.



- Make it, display it, enforce it.

- Make events as low cost as possible. Sometimes charging a nominal fee can encourage people to turn up.

- Is it possible to offer child care?

- Try to make the organisational team diverse.

- Respect and support the organisers, and if you can pay them.

- Choose your tutors or guides carefully. They should have both subject expertise and some teaching experience. If they are inexperienced work with them in advance to prepare.

- Participants bring knowledge and expertise also. Think about how that can be incorporated into the learning experience. Try to create an atmosphere of mutual respect.

- Try to move away from a ‘deficit’ approach to learning. The goal should be empowerment and the pace of the workshop and teaching is important.

- You might need some ice-breakers. You might need to assist in the formation of teams.

- Think about the arrangement of the room. How can you encourage collaboration and participation?

- Prepare handouts. Yes, even for technology workshops.

- Think about what is being created, as well as how.

- Sometimes events offer prizes and awards, but think carefully about any ‘winner takes all’ type approach.

- Carefully pre-assess software, hardware and tools to see if they align with your goals.

- Do participants need to trade personal data for software access. Is this necessary?

- Do not presume that people have, or have access to, the latest computing technology. Provide or rent computer equipment where possible. See if people can work in pairs.

- If your event is about equity and inclusion then you need to create a space where all voices are heard, but some might need to be toned down.

- Think about how you can support an inclusive culture through food, hot and cold drinks and in language.

- Make sure your space is safe and comfortable. Encourage reporting and clearly identify who to report to.

- Decide if your event should be women only or female friendly.

- Respect people's rights not to be photographed or to have images shared online.

- Have name badges.

- Have a pronoun policy.

- Donate all remaining food or resources to a local charity.

- Make sure any 'swag' or gifts for attendees are from organisations who support your values.

Kerr, A., Savage, J. D. and Twomey-Lee, V. (2020) Decoding and Recoding Game-Making Events for Diversity, Inclusion and Innovation. Maynooth: Maynooth University. Summary findings from the Network in Play project, funded by the ReFiG project and the Social Science and Humanities Research Council of Canada.

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