

Planning a Mapathon Checklist

- ☐ **Find a location that:**
 - ☐ Has enough room for all your participants
 - ☐ Rooms with large open tables are ideal (make sure to check access to power points and/or extension cords)
 - ☐ Can be reserved in advance to avoid conflicts
 - ☐ Ideally, set a regular date, for instance every other Thursday at 6pm, or, every first Wednesday of the month.
 - ☐ If you are planning to use a public university space such as a computer lab or seminar room, reach out to the space coordinator at the beginning of the semester, and see if you can book your events through the academic year.
 - ☐ Has strong Wifi or access to ethernet
 - ☐ Is easily accessible to your participants
 - ☐ Will you invite non-student mappers to the event?
 - ☐ Will they need university credentials to enter the space?
- ☐ **Choose your objective:**
 - ☐ Spend time finding a mapping task that will resonate with your participants.
 - ☐ Participants will be more motivated by projects that are:
 - ☐ Locally relevant
 - ☐ Linked to people they know
 - ☐ Are of global or regional significance
 - ☐ Look through available tasks on:
 - ☐ HOT Tasking Manager, <http://tasks.hotosm.org/>

If you decide to participate in a HOT task, make sure that the mapping level of the task chosen is appropriate for your event. If you anticipate new mappers, then choose an easier task suitable for beginner mappers (preferably one that isn't high priority, as those tend to get mapped quickly). Have an experienced team member scope out these task options well in advance. Have them check the imagery for clarity such as resolution or cloudiness, and the existing map data for density, and quality. It can be very challenging for a new mappers to map amidst existing features, and/or deal with on the spot validation (improvement/correction of the existing features/data).
 - ☐ Work with us to create your own task:

If you are trying to grow your membership outside of disciplines that traditionally "map", then look at partnering with other student organizations that support specific environmental or social issues. If you are an experienced chapter, you can work with YouthMappers to create your own task on a platform such as the TeachOSM Tasking Manager. To allow us to assist you with this, please fill out YouthMapper project creation form.
 - ☐ Research the topic. It is critical that you fully understand the background of the project you are assisting. This knowledge will help you interpret the underlying imagery, and any feature patterns you may encounter in the landscape. It will give justification and context for the most appropriate tagging choices. If you are guiding and training a group of peer mappers in this task, you will need to have a solid understanding of the pertinent issues and eventual data use case, to convey the importance of the project.
- ☐ **Target your trainings:**
 - ☐ To make sure that everyone gets to advance their skills, make a plan to target your training and instructional materials towards the appropriate group. Are your participants new to OSM? Or are they experienced and looking to advance their skills? You may need to break your training coordinators into different groups to deal with varying skill levels at any one event. Catering for distinct skill levels keeps participants engaged, and more likely to sustain their mapping activities.
 - ☐ Make plans for the occasional "advanced techniques" mapathon. Teach team members how to use JOSM, do other basic GIS in QGIS, whatever you think will keep them engaged!
- ☐ **Publicize your event:**
 - ☐ Post your event on Facebook or Twitter and tag @youthmappers and @themissingmaps, make sure to read through the YouthMappers Communication Toolkit for additional support on messaging for your event
 - ☐ Post fliers around school
 - ☐ Reach out to campus media, either the student publication, or the official university press (or both)
 - ☐ Tell your friends
- ☐ **Things you'll want to bring:**
 - ☐ Helpers! Recruit your club members and friends to help plan and facilitate
 - ☐ Extra mice and/or loaner computers
 - ☐ Overhead projector (for training, if the room doesn't have one installed)
 - ☐ Power extension cables
 - ☐ Make a playlist of your favorite music
 - ☐ Snacks and drinks
 - ☐ Camera or cell phone to take pictures for future publicity