Data Help Desk Volunteer Guidelines

Thank you very much for volunteering to take part in the Data Help Desk during the 2021 European Geosciences Union General Assembly (#vEGU21)! Please read the guidelines and tips below in their entirety. Contact <email of contact> with questions.

Tell others about the Data Help Desk

We need your help to tell others about the Data Help Desk starting now through the end of the event. Please share via:

- **Email:** Send emails about the event. See resources for sample emails.
- **Twitter/BlueSky:** Use #DataHelpDesk and the event hashtag. See resources for sample media messages.
- **Short Recording shared a week in advance of the event:** We would love to see some folks do a quick ~15 second video recording of themselves briefly sharing that you will be involved in and your excitement for the Data Help Desk. No need to be fancy - record yourself on your phone and then tweet with #DataHelpDesk and #vEGU21. One idea could be to say "Ask me about [fill in your data expertise] by tweeting your question to the #DataHelpDesk #vEGU21"

Answer Data Questions

Monitor the Twitter/BlueSky hashtag (#DataHelpDesk), found when you can. We encourage you to reply to as many questions as you can. You do not need to be tagged in a #DataHelpDesk question to address it. You shouldn't worry about only answering if you know the complete answer, but instead we are looking for multiple perspectives on questions. We especially welcome you to retweet questions with a comment and tag other individuals or groups that you think might be able to contribute. You must also include #DataHelpDesk if you do this.

To answer data questions directly on Twitter, you will need a Twitter account. It is for you to decide whether you will respond via your personal account or an organizational account. If you do not have a Twitter account, we encourage you to get one. If you cannot or do not wish to get an account and cannot use an institutional account, you can still follow the action on Twitter and share any responses or comments you have with <the data help desk contact email> who can then pass those along.

We highly recommend that you join #datahelpdesk-experts Slack Channel within the ESIP Slack workspace. If you are not a member of the ESIP Slack Channel, contact ESIP to get an invite. Then, find and join the #datahelpdesk-experts channel. This will be a place for backchannel conversation amongst experts and will be a place for experts who are not as comfortable with Twitter to monitor questions and provide their input that the organizers will then make sure gets back to those who originally asked the question.

Share a Recorded Demo

We are also looking to point to any recordings that you have sharing demos of tools and resources that might help researchers with finding, managing, visualizing, analyzing, publishing, or citing data or software. This is not an exhaustive list - remember the goal of this event is to help researchers learn about skills and techniques that will help them further their research and make their data and software open and FAIR.

If you are creating a new recording, we recommend that it not be longer than 5 minutes in length, though this is not a firm limit. You can use any video-conferencing software to create a recording (Zoom, GoToMeeting, etc. by simply screensharing and recording). Powerpoint also has great functionality for recording a presentation and it works well because you can re-record just a single slide, rather than having to start over or trim out unwanted content as you might have to do if you record via the video-conferencing method. Once recorded, please upload your recording to YouTube (or elsewhere) and share the link with <the data help desk contact email>. Please also share one or two tweets that can be used to promote the recording. You should also promote the demo through your communications channels as well.

We are also happy to share recordings that you have already made (even if they are longer than 5 minutes) as long as they are within scope as defined above. Please share a link to the recording, along with one or two tweets that we can then use to promote your resource.

Key topics to cover in your recording:
- Resource Name
- Description of what the resource does and who it is for. Is it for researchers from a certain domain?
- How can the resource be accessed?
- Contact information to learn more.
- Mention/show funding support.

For repositories, here are some more specific questions you could address:
- What types of data does your repository accept?
- Does the archive accept data from any funding stream, or just from NSF-funded projects (for example?)
- Are there any restrictions on data that are accepted (e.g., data sets > 1 TB can't be accommodated, or repo won't accept model output)?
- What metadata standard does your repository use?
- What is the procedure by which a scientist submits metadata (e.g,, via Word template)
- Are there personnel at the repository who can help a scientist get their data and metadata archived?
- When should a researcher engage with your repository?
- Does your repository offer any training opportunities?
- What license(s) does the repository support?
- How much does it cost to deposit a dataset in your repository?

Please share recordings and tweets with <the data help desk contact email> by <date>.

Share a One-Pager

We are also looking to point to any one-pagers that might help researchers with finding, managing, visualizing, analyzing, publishing, or citing data or software. This is not an exhaustive list - remember the goal of this event is to help researchers learn about skills and techniques that will help them further their research and make their data and software open and FAIR. We are also happy to share resources that you have already made (even if they are longer than 1 page) as long as they are within scope as defined above.

Key topics to cover in your one-pager:
- Resource Name
- Description of what the resource does and who it is for. Is it for researchers from a certain domain?
- How can the resource be accessed?
- Contact information to learn more.
- Mention/show funding support.

For repositories, here are some more specific questions you could address:
- What types of data does your repository accept?
- Does the archive accept data from any funding stream, or just from NSF-funded projects (for example?)
- Are there any restrictions on data that are accepted (e.g., data sets > 1 TB can't be accommodated, or repo won't accept model output)?
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- Are there personnel at the repository who can help a scientist get their data and metadata archived?
- When should a researcher engage with your repository?
- Does your repository offer any training opportunities?
- What license(s) does the repository support?
- How much does it cost to deposit a dataset in your repository?

Please share a link to the resource along with one or two tweets that we can then use to promote it. You may even consider getting a DOI for your resource.

Please share recordings and tweets with <email> by <date>.

Code of Conduct

Participating in this event, which is part of #vEGU21, implies that you agree to adhere to the conference Rules of Conduct <give link to this> and any other organizational Rules of Conduct <give links to them>.