



Chapterthon 2019

Connecting the Unconnected



Internet
Society

Agenda

- What is Chaperthon
- What's New in 2019?
- How to Apply
- Project Management Tips
- Video Tips
- Q& A



What is a Chapterthon?



The Chapterthon is a global Internet Society Chapters marathon where all participating ISOC Chapters and SIGs work together by developing a project within a timeline and budget to achieve a common goal.



Why a Chapterthon?



The Chapterthon aims at:

- identifying creative local solutions to a global question/challenge
- mobilizing and engaging the Internet Society's Chapter & member community around a common goal
- strengthening the sense of community among the Chapters globally
- developing a sense of belonging by working together to solve a local problem on a global scale
- contributing to the Chapter membership development



Where does the idea come from?



Our Story:

The Chapterthon is an initiative of the LAC Bureau started in 2016. It started with a pilot project that involved the participation of almost all the Chapters in the region. In 2017 the Chapterthon was extended globally. Each year, the community works in a difference focus area.

- 2019 – Connecting the Unconnected
- 2018 - Internet of Things (IoT)-The future is ours to shape
- 2017 - Digital Schools – **Winner of 2018 WSIS Prizes!**
- 2016 - Connectivity, to promote economic and social development in the community



Chapterthon: The Internet Society community in Action!



What's New in 2019?



1. Eligibility Requirements:

- Only Chapters with **an official bank account** in their name can receive Internet Society funds.
- **SIGs** may apply for projects, ideally in **collaboration with a local Chapter**, and define the roles and responsibilities via a Memorandum of Understanding, submitted together with the Chapter's application. If approved, the Chapter is responsible for the funds and reporting on project development and achievements.



2. Selection of the winning project:

- A Chapterthon **Panel of Experts** in conjunction with the Internet Society member community will select the best project.
- **Community vote:** Instead of being able to only vote for one project, the community be able to vote multiple project videos.
- The best **three projects** will receive an award.



How does it work?



This is how it works:

- Chapters/SIGs work under the **same focus area**
- Participating Chapters/SIGs receive **2'000 USD** to implement a project on the chosen topic
- Projects must be completed in **2 months**
- A Chapterthon **Panel of Experts** in conjunction with the Internet Society member community will select the best project.
- The best **three projects** will receive an award.



What are the phases of the process?



Phase 1

1

Chapter members submit project ideas to Chapter Officers.

2

Chapter Officers select one project to represent them in the contest.

3

Chapter Officers submit an application.

Phase 2

1

ISOC staff review applications to ensure that basic eligibility requirements are met.

2

Request for clarifications are sent to applicants (when needed).

3

Application is approved.

4

The Chapter signs the Grant Agreement.

5

Payment is requested.



Phase 3

1

Project team implements the project.

2

Prepares a three minute video.

3

Uploads the video to box.

4

Uploads the reports to MemberNova.

5

Writes a blog post (not mandatory).

Phase 4

1

ISOC Staff reviews the videos to see if conform, edits, adds Chapter logos, etc.

2

Project outcomes are evaluated by the Chaperthon Panel of Experts.

3

Videos are posted on ISOC channels for Community online vote.

4

Counting of votes.

The best **three projects** will receive an award!



What is the timeline for the 2019 edition?



Timeline

| Activity | Timeline | Deadline |
|-------------------------------------|---------------------------|-------------|
| Application call | 19 June | 5 August |
| Evaluation, approvals, payments | 5 to 30 August | 30 August |
| Project implementation | 1 September to 31 October | 31 October |
| Submission of videos and reports | 1 to 15 November | 15 November |
| Upload videos to the website | 18 to 29 November | 28 November |
| Compile project outcomes and impact | | |
| Panel of experts review | 25 November to 6 December | 6 December |
| Community voting | | |
| Winner announcement | To be Confirmed | |

How to Apply?



How to submit your application:

Login to MemberNova

1. In the **Member Area**, find “**My Chapters and Special Interest Groups (SIG)**” box and click on the name of your Chapter that will show below the green button

2. The **Chapter Officer** page is now open. In **Chapter Grants** box you will find the available grants. Click on **2019 Chapterthon Programme**



My Chapters and Special Interest Groups (SIG)



Join one of over 100 Internet Society Chapters and Special Interest Groups (SIGs) around the world in the pursuit of our mission at both the local and regional levels.

[Join a Chapter/SIG](#)

Montserrat Chapter (Test chapter)
May 17, 2019 - May 17, 2020

Chapter Grants

[Beyond the Net Small Grant Programme](#)

[Beyond the Net Medium/Large Grant Programme](#)

[2019 Chapter Admin Funding](#)

[2019 Chapterthon Programme](#)

3. The “Grant Information” page is displayed - Click on the “Apply Now” button.

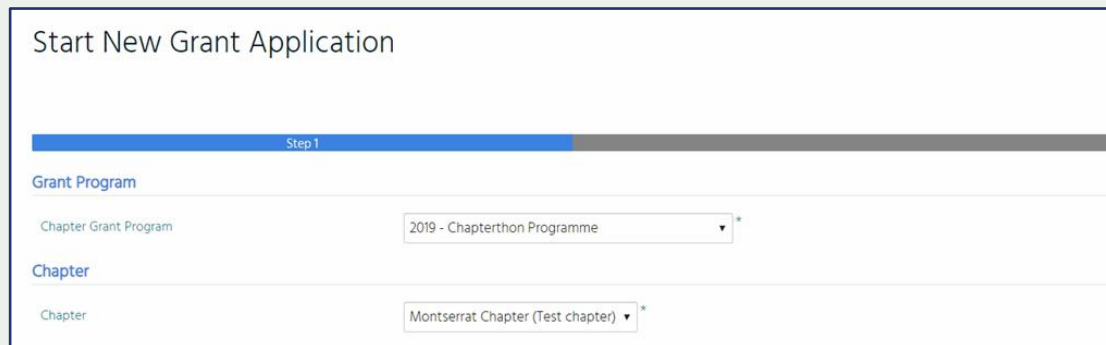


The screenshot shows the 'Grant Information' page for the '2019 - Chapterthon Programme Connecting the Unconnected'. It includes a table with program details and an 'Apply Now' button.

| Chapterthon | |
|-----------------------------|--------------------------------------|
| Program Availability Status | Open (subject to Open Date/Deadline) |
| Starts On | Jun 18, 2019 |
| Valid Until | Aug 05, 2019 |
| Program Contact | Ilda simao |

[Apply Now](#)

4. The “Start New Grant Application” page will open- this is the **First step** of your application.



The screenshot shows the 'Start New Grant Application' page, Step 1. It features a progress bar and two dropdown menus for selecting the grant program and chapter.

Start New Grant Application

Step 1

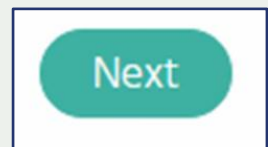
Grant Program

Chapter Grant Program 2019 - Chapterthon Programme *

Chapter

Chapter Montserrat Chapter (Test chapter) *

5. Complete all fields and click on the **Next button** to continue to **Step two** of your application.



A green button with the text 'Next'.

Project Management Tips:



“A **project** is a temporary endeavor
undertaken to create a unique product, service, or result.”

PMI, A Guide to the Project Management Body of Knowledge

(PMBOK® Guide)



Core Project Management Variables

Scope: What work will be done?

Time: How long should it take to complete?

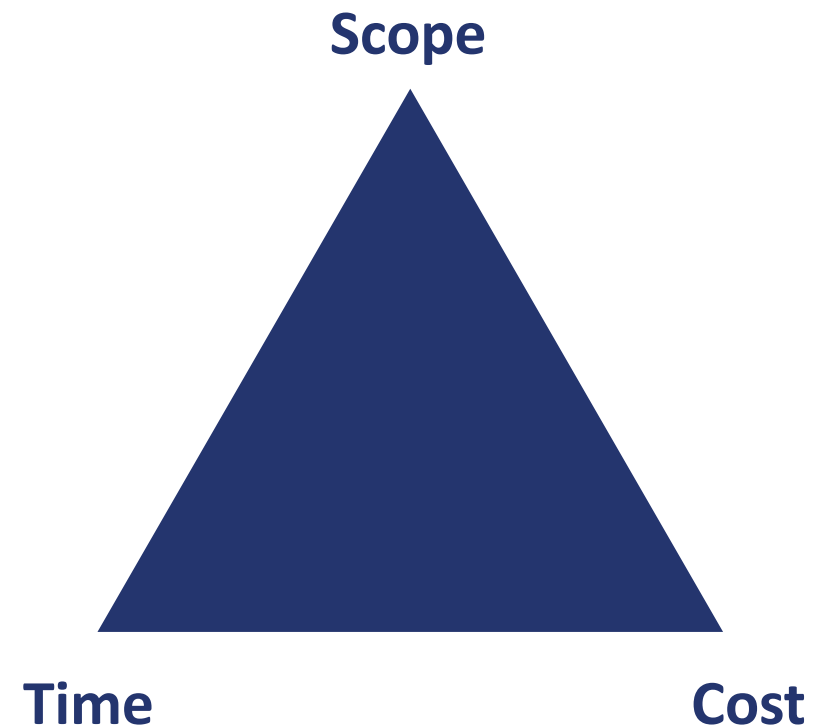
Cost: What should it cost?



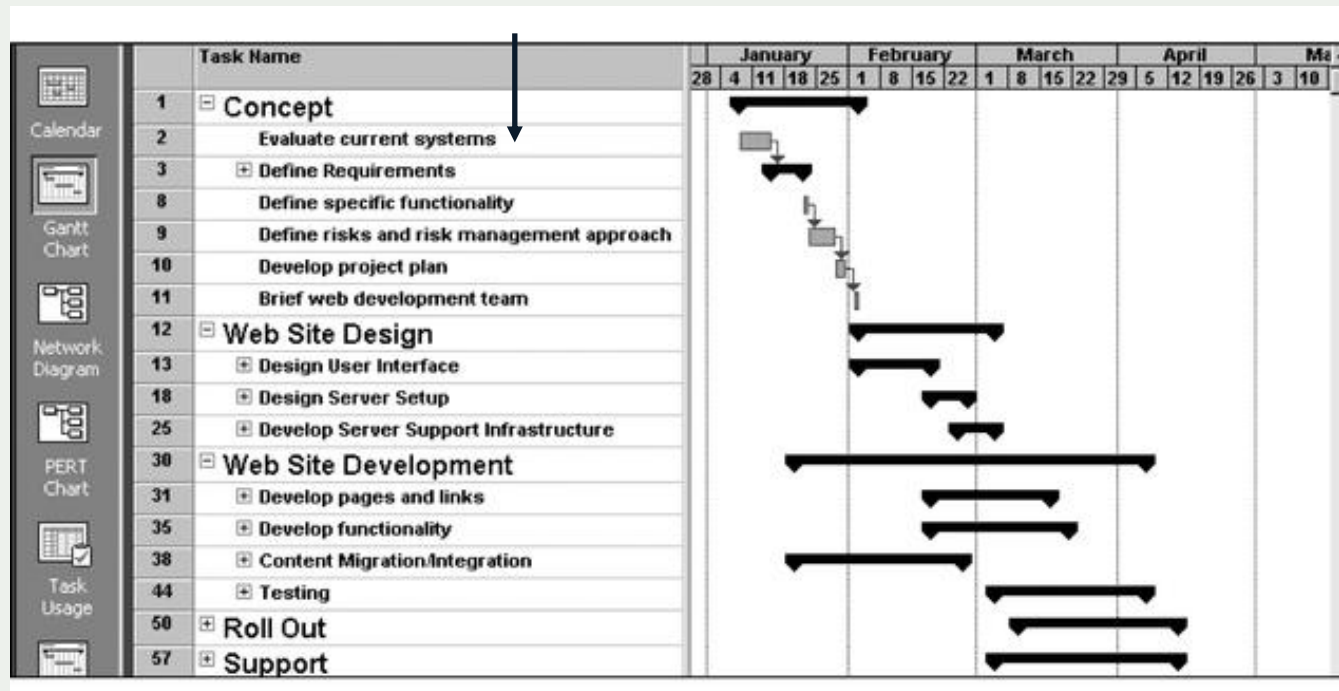
Triple Constraint Challenge

Successful project management means meeting all three goals (scope, time, and cost)

It is the project manager's duty to balance these three often-competing goals



Work Breakdown Structure (WBS) or Gantt Chart



The WBS is shown on the left, and each task's start and finish dates are shown on the right

First used in 1917, early Gantt charts were drawn by hand.

Measuring the benefits of an IXP.

| Activity | Week1 | Week2 | Week3 | Week4 | Who | Cost |
|---------------------------------------|-------|-------|-------|-------|---------|--------------------|
| Identify speaker and topic | | | | | Nelly | |
| Send invitations | | | | | Layal | \$50 |
| Prepare venue and seating arrangement | | | | | Nelly | \$300 (for 50 pax) |
| Order refreshments | | | | | Nelly | Included |
| Send reminders and/or call | | | | | Sabrina | |
| Social media | | | | | Layal | \$250 |
| Write blog about event | | | | | Sabrina | |

Project Management tasks

- Define scope of project.
- Identify stakeholders, decision-makers, and escalation procedures.
- Develop detailed task list (work breakdown structures).
- Estimate time requirements.
- Develop initial project management flow chart.
- Identify required resources and budget.
- Evaluate project requirements.
- Identify and evaluate risks.
- Prepare contingency plan.
- Identify interdependencies.
- Identify and track critical milestones.
- Participate in project phase review.
- Secure needed resources.
- Manage the change control process.
- Report project status.

Qualities of successful proposals



A great proposal shows a creative or innovative way to address a challenge.

Clear

It is easy to understand what you are doing, why, for whom, and what you hope to accomplish.

Brief

You make sure to cover all the necessary pieces to complete the picture but you aren't writing a novel.

Specific

You are focused. You have identified a specific need in your community and are proposing a solution that is reasonable within scope.

Accurate

You are genuine. The facts you provide, the need you identify, and your proposed solution are all based in reality.



Video Tips



- **Start the video with your Chapter logo and use ISOC font**
You can find Internet Society branding material [here](#)
Use Hind open font, the Internet Society official font [Free Download](#)
- **Use landscape orientation**
The two most common types of orientation are *portrait* and *landscape*.
The term "landscape orientation" visually caters to the natural horizontal alignment of human eyes, and is therefore the right format for videos.
- **Save it in MPG4 format**
- **Explain shortly what your project is about..**
Who is participating and what is the project objective.
- **Get to the point quickly. Keep it not longer than 3 minutes.**
The opening moments will have people judging your video and deciding if they want to keep going, so hook them early.
- **Find the line between informational and inspirational.**
Let talk the project beneficiaries about the experience and expectations.
- **Focus on audio quality.**
If you don't have a microphone and have to use the in-camera audio, get as close to the camera as possible.
- **Use captions in English or Spanish to reach a bigger audience.**



[Download the Easy Guide to Video Making](#)



Key Links:

- [Chapterthon 2019 web page](#)
- [Link to apply](#)
- [Videos from Chapterthon 2018](#)
- [Project management basics](#)
- [How to make a video easy guide](#)



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Thank you.

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