

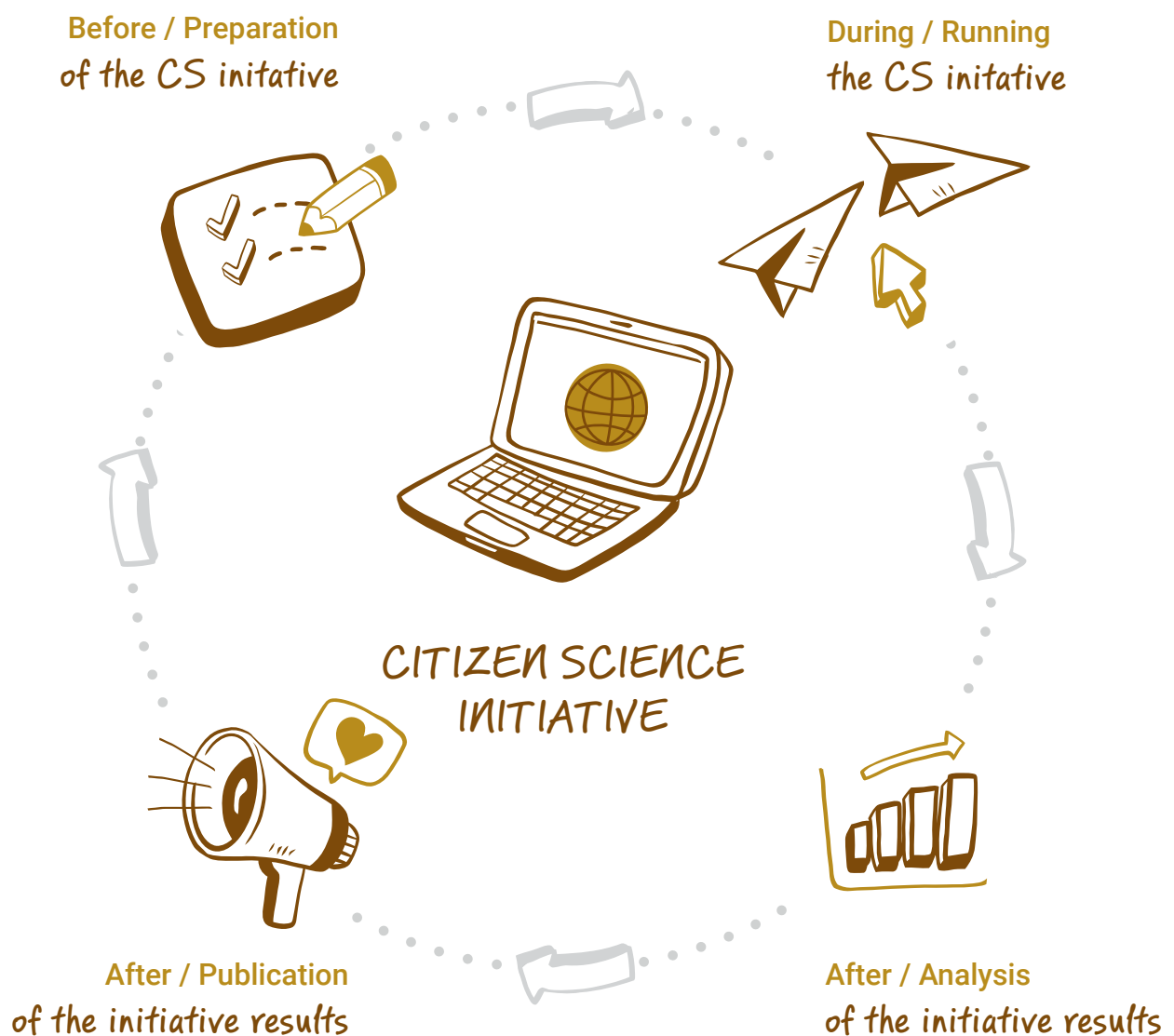
Checklist for organisers of Citizen Science events

The CitizenHeritage project aims to use Citizen Science practices in the Cultural Heritage sector and make them sustainable for Higher Education Institutions in cultural studies programs. Citizen Science events offer a unique opportunity to create a more dynamic and inclusive approach to pedagogy and learning in the humanities, engaging students, as the cultural professionals of tomorrow, with the local communities and institutions. By teaming up with Citizen Science, education and cultural heritage can get the collective support of active citizens for research and taking part in cultural heritage, this benefits everyone involved.

This leaflet will walk you through key parts of a Citizen Science event: **Before**, **During**, and **After**. By following these tips, we hope you will feel confident and enthused to create a successful Citizen Science event. It will not just give you useful scientific data but also get the community excited and involved in Cultural Heritage.



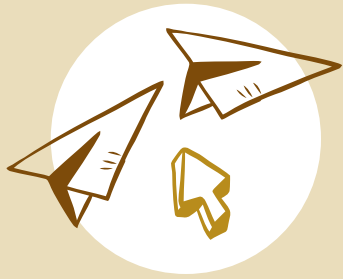
A cyclic model for developing CS initiatives





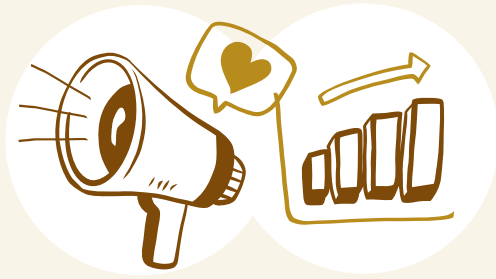
Before / Preparation

- ☐ **Identify the goals, objects** and desired **outcomes** of your event. What would you, as an institute or an academic, hope to gain from the crowd?
- ☐ Identify the **target participants** and define how they will actively **contribute** and **engage** in the initiative.
- ☐ **Identify the format** of your event (e.g. a survey, a testimonial workshop/collection day, a co-creation/co-curation workshop, crowdsourcing, interviews).
- ☐ Provide participants with easily accessible **documentation**.
- ☐ Develop **strategies to engage** and **communicate** effectively.
- ☐ **Promote the event**. Use various channels such as social media, the project websites and partners' resources. Emphasize the event's purpose, benefits, and how individuals can get involved.
- ☐ Clearly state **what contributions** will be used for and **how** they will be processed/publicised (informed consent, gdpr, ...)
- ☐ Develop a **plan for collecting and analyzing data** generated by the event.



During / Running

- ☐ **Engage** participants and foster a sense of community/belonging.
- ☐ Ensure that all participants understand the **purpose and goals of the event**.
- ☐ Communicate effectively with all participants and **give clear instructions and guidance**.
- ☐ Conduct your event in a respectful and responsible manner and ensure that the event venue is **accessible** to everyone.
- ☐ Develop a **code of conduct** and share guidelines at the very start of the event.
- ☐ Ensure that all data collected during the Citizen Science event takes into consideration **GDPR rules** and other data protection regulations. Ensure the **security and transparency** of data collection and handling procedures. Specify who will be granted access and detail protection measures.
- ☐ Ensure that any materials used in the event are either in the public domain, or respect **intellectual property rights**, including copyright permissions.
- ☐ Comply with **FAIR Open Access** principles.



After/ Analysis and Publication

- ☐ **Share the results** and **ask for feedback** on the event and its outcomes.
- ☐ **Demonstrate and evaluate** the impact of contributions by keeping participants in the loop of how results are processed and where they will be made visible.
- ☐ Identify **areas for improvement** and devise recommendations for future events.
- ☐ **Follow-up** actions for contributors and continue to engage with participants.
- ☐ Once the data collection phase is complete, organize the data for analysis. Take into account:
 - Participants' **traceability** on the project website
 - Research **replicability**
 - Publication **traceability**
 - Proper research **referencing** in academic papers
 - Acknowledge **authorship & credit** attributions



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Want to know more about the Citizen Heritage Project?

CitizenHeritage leverages citizen science practices in the Cultural Heritage sector and makes them sustainable at Universities

Discover
the Citizen
Heritage
project



Discover the
Methodology
and Result



Discover
the Self
Assessment
checklist



Discover the
Events and
Workshops

