How to plan and document activities

Learning Paths
IAAC

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 101006203.

Situating your activity in Shemakes

This document is helping labs to feel more confident when designing and running activities of Shemakes. It contains procedures and tips for moving on from preparation, development and documentation of the activities.

You plan to run a specific activity?

WP2

Does it take part to one of the learning path?

If yes, which one?

(curiosity, discovery, innovation)

WP3

Does it take part to the innovation services

If yes, which one?

(community, lab-to-lab project, business engagement)

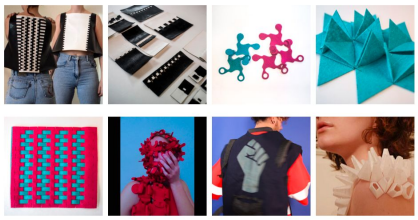
WP4

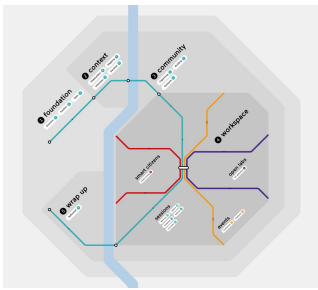
Does the activity relate to the role-models of Shemakes?

If yes, which one / how?

(gurus, ambassadors, advisory boards)

Getting inspired by others practices





Take time to build upon practices and be creative
http://fabricademy.fabcloud.io/handbook/
https://class.textile-academy.org/tutorials/
https://waag.org/en/project/co-creation-navigator
and take a look at other deliverables (2.1, 3.1..)

Sharing with each other to plan your activity!

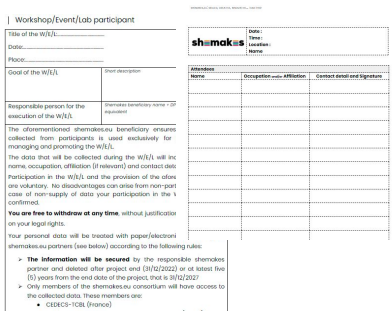
The activity canvas for preparation

See the Miro board
Use it when starting the activity
Use it to brainstorm with local teams

Make direct copy on the Miro or upload it.

Let's improve it from your feedback !

Ethic procedures for each activity


Workshop/Event/Lab participant

Title of the W/E/L:
Date:
Place:

Goal of the W/E/L	Short description
Responsible person for the execution of the W/E/L	Shemakes beneficiary name + ZIP equivalent

The aforementioned shemakes.eu beneficiary ensures collected from participants is used exclusively for managing and promoting the W/E/L.

The data that will be collected during the W/E/L will inc name, occupation, affiliation (if relevant) and contact deta

Participation in the W/E/L and the provision of the afore are voluntary. No disadvantages can arise from non-part case of non-supply of data your participation in the V confirmed.

You are free to withdraw at any time, without justificatio on your legal rights.

Your personal data will be treated with paper/electroni shemakes.eu partners (see below) according to the following rules:

- **The information will be secured** by the responsible shemakes partner and deleted after project end (31/12/2022) or at latest five (5) years from the end date of the project, that is 31/12/2027
- Only members of the shemakes.eu consortium will have access to the collected data. These members are:
  - CEDECS-TCBL (France)

Date :
Time :
Location :
Name

Attendees

Name	Occupation and/or Affiliation	Contact detail and Signature

1) Do an attendee list with key information of participants (could be an online registration files)

2) Make attendees fill out the data **AND** image consent forms

3) Take care of specificities for vulnerable groups

Templates are provided here
please, **take time to translate it** in local languages and adjust the content to your lab infrastructure.

It is possible to use other forms for image consents (already used in your lab)

4) Save it in a safe space (internal storage and if allowed in your drive folder in an ethic folder done for each activity)

Check any doubts with Marco

Report and communicate your activity

Here the googlesheet document for reporting:

1- **PLAN**. Put your activity information in the left side once you get to know it.

2-**REPORT**. Fill in the reporting page in details with the relevant links for communicating, content and evaluation files

3- **COMMUNICATE AND PREPARE**. Take a look at the FLOD Event guidelines. A minima, put your photos in the folder with date and lab names + write an email to Alexandra. Use the templates. Look at the overall communication project strategy.

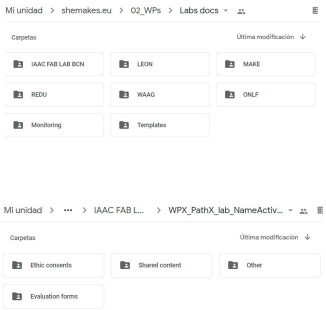
4-Share contents during lab meetings, whatsapp and through your own channel

5- Document your activity and evaluation method in your shared content folder.

Navigating in your folder

Here is the folder for labs

For each activity:
- fill in reporting sheet
- enter in your own folder
- copy paste the template example (WPX_PathX_lab_NameActivity)
- rename it with the right information
- Create and upload documents in the relevant category of folders



How to document?

Create a working doc (future pdf) with all the necessary content (in ENG) (Template here and example here)
You can diversify with other media (flyers, video, audio)

Here the list of elements recommended:

- Name of the activity
- License and credits
- Activity Canvas
- 45´´ sound recording of what the activity is about
- Flyers
- Activity description, objectives & purpose
- Target audience and context of use
- Proposed Schedule
- Equipment & tools
- BOM (bill of materials)
- Safety rules
- A step by step process (illustrated)
- Estimated cost
- Activity Assessment Rubric
- Tips to facilitate the activity in context (to-do not do)
- Respective guidelines and flyers for participants
- Links to recorded material (presentations, video recordings)
- References and further reading
- Related and supporting activities/modules

Once the content created we can review it and publish it (in Fabricademy handbook + shemakes website)

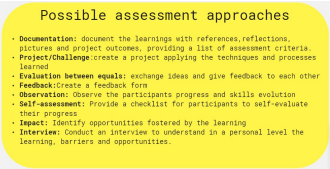
Evaluation

1. **Participant Skills** (identifying skills, expected vs real learning for individual...)
2. **Activity Evaluation** (what do work/do not work, how to improve, how gender is approached?)
3. **PATH Evaluation** (reflection post phase 1)
4. **Case-studies** for evaluation WP
   + Final questionnaire by TIG

Rubric Assessment in the handbook

Important to keep sync and align with TIG outcomes and indicators:
Shemakes individual outcomes indicators data sources

Let's make a collection of evaluation methods (forms, zine...)



Here a template for this.

Take a look on our form example.

Who?	How	Dimensions
Facilitators	Form? ES https://forms.gle/4zYcxvMEBDGBJJj5 EN https://forms.gle/Eylo1ygitonePQSy5	Profiles Activity Feedback Learning dimensions Empowerment and Future careers Voices for gender and tech
Participants	Form? ES https://forms.gle/4n7cfJtekS2nBXFE8 EN https://forms.gle/APVce5FqqpTdpHC6	
Host x Partners x lab coordinators	Informal discussions	

If you want to reuse it, make a copy from this one (EN) or contact us for the other ones.

Next steps

1- Read it again (and again)

2- Test it with your activity

3- Give us some feedbacks to adjust

4- Try to integrate those procedures in your practices

Any doubt or idea, share.

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OPEN DISCUSSION AND COMMENTS

Thank you

www.shemakes.eu

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Activity Documentation: Title

Path and modules

[Curiosity, Discovery or Innovation]
[Sustainability, Industry 4.0, Innovation Narrative, Wearables]

Name and short summary of the activity:

[Introduce the name of the activities - you can also introduce the translation in your native language]

License and credits

Attribution — ShareAlike CC BY-SA

This activity has been designed by ... from [...] for shemakes.eu. It is based on ....

Get to know the activity

[record a 45˜ sound recording telling what the activity is about and introduce a link here toward the recording]

Flyer for participants

[Create a mini-flyer for participants - take a look at the examples and customize it with your own data and styles. When you have it done, insert it in your lab folder and copy paste the link here]

Activity description

Abstract
[Give a written abstract of the activity]

Introduction
[Introduction of the topic and the approach]

Objectives:

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[Give a brief synthesis of the objectives of the activity]

Learning Outcomes:
[Tell us what does the participants will learn from the activity, relate to the Fabricademy packages and skills]

+
+
+
+

Target audience and context of use

[Tell us who are the key targets for running the activity and in which context you have been running the activity]

[Did any collaboration agreement need to/is recommended to be done for running the activity?]

[How to engage with your target before the activity]

Preparation

[Tell us consistently what needs to be done before the activity is starting: organizational tasks, making, ...]

Equipment, tools and BOM (bill of materials)

[Here, write with details all the tools and materials necessary for the activity. Do not hesitate to introduce a list of providers. Take a look at the inventory and align with it - If there are different stations with different materials, please separate between global and specific. Guarantee that non-expert could understand and find it]

About the running place: *[where is it recommended to run the activity?]*

Global:
- Tools: []
- Materials: []

Specific
- Tools: []
- Materials []

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EXTRAS:
[Add some optional materials and tools here]

Safety rules & Tips

- *[Think and list all the needed recommendations for safety]*
- ...
- ...

Workflow - A step by step process (illustrated)

Agenda
[Please summarize the agenda of the activity - time]

Process Scheme:
[if possible, give an illustration of your process]

Description of each step:
Step 1: *[Describe each step of the process]*
Step 2:*[Describe each step of the process]*
Step 3:*[Describe each step of the process]*

[Please provide here any link of tutorial video if existing]

Estimated cost

[Have you budgetized your activity? Can you precise what type of cost we should anticipate: materials, insurance, renting, equipment...]

Recommended evaluation

[How do you recommend this activity to be evaluated? How to gather feedback from participants? Please specify for each target]

Who?	***How***	***Dimensions***
Target 1	*[Link toward assessment*	Profiles Activity Feedback

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	rubric]	Learning dimensions Empowerment and Future careers Voices for gender and tech
Target 2	*[Link toward assessment rubric]*	
Target 3	*[Link toward assessment rubric]*	

Tips to facilitate the activity in context (to-do / not do)

[Give some recommendations from your experience]

Links to recorded materials

[If you have documented the activity (presentations, video recordings), you can put some links here]

References and further reading

[List here any good references to help people to get started with the topic, prepare the facilitation of the activity or go deeper...]

Related and supporting activities/modules

[Tell us how the activity is linked to other Fabricademy and Shemakes activities.]

Safety Instructions

Wash your hands, then disinfect them with an alcohol-based hand sanitiser before and after the process.

Use **personal protective equipment (PPE)**: Gloves, Goggles & Lab Coat.

Sterilise your working area before, throughout and after the process.

Work only with **Biosafety Level 1 (BSL-1)**.

Don't touch your face and pull your hair back.

Developed within **SHEMAKES**
EU funded project GA No 101006203

The development of this manual was based on previous documentation, organized by Textile lab Amsterdam, Waag within TCBL EU project for the BioShades workshop. It has been adapted and remixed.

Bacterial Dyes

Working with micro-organisms for pigment extraction.

sh=mak=s

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Step 1

1 BACTERIA PREPARATION

Materials & Tools

Materials

- Bacteria: *Janthinobacterium Lividum*

For 4 petris of 100 mm diameter:

- 200 ml distilled water
- 4 g Nutrient Agar
- 0.5 ml Glycerine

Tools

- Autoclave bag
- Glass Petri dishes
- Inoculation loop
- Pipette
- Pressure Cooker
- Bunsen Burner + Lighter
- Incubator
- 250 ml Reagent Bottle with blue lid
- Permanent marker
- Parafilm

Safety Equipment

- 95% Ethanol
- Kitchen paper
- Disposable gloves
- Lab Coat
- Goggles
- Bleach
- Oven glove

Bacterial dyes
Step by step instructions

Process overview

- Step 1: Prepare the medium
- Step 2: Pressure cook the medium & petri dishes to sterilise
- Step 3: Sterilize your working area
- Step 4: Pour the medium in the petris and wait untill cooled
- Step 5: Inoculate the petri dish with the bacteria
- Step 6: Incubate for 48hrs at 24 C°
- Step 7: Kill the bacteria

Step 1: The medium

- Dissolve 4 gr of Nutrient Agar in 200 ml distilled water
- Add 0.5 ml Glycerine with a pipette
- Firmly close the bottle and shake until dissolved

Step 2: Sterilize in the pressure cooker

- Add ±1 litre of water in the pressure cooker
- Place autoclave bag into the pressure cooker
- Place the bottle vertically with lid half unscrewed and the petri dishes closed into the autoclace bag
- Close and pressure cook for 30 min
- Release the steam before opening

Step 3: Sterilize your working area

- Clean the table with alcohol and paper
- Pour alcohol in a circle
- Place the bunsen burner in the center and turn it on

Step 4: Prepare the petris

- Place the petris around the burner without opening
- Unscrew the bottle's lid close to the burner and sterilise its edge in the fire
- Quickly open the petri dish and pour 4-5 mm of the medium
- Let it rest until firm/cooled down
- Label each petri dish by writing medium, bacteria name, date and person

Step 5: Inoculation

- Use the same setup as step 3
- Sterilize your hands (wearing gloves) with alcohol
- Place the petri with the bacteria close to the burner
- Sterilize the inoculation loop by passing it through the flame (skip this step in case of single use plastic loops)
- Open the petri and place the inoculation loop next to the bacteria to cool it down
- Scrape gently the bacteria from one petri and transfer them to the other

Tip: Open the petri dishes towards the flame/ sterile side

Step 6: Incubation

- Seal the petri with the parafilm
- Place upside down (Agar up) in the incubator at 24 C° for 48-72 hrs

Step 6: Extract colour

- Set up your working area following step 3 using PPE
- Pour 96% ethanol into the petri and extract the pigment into a jar

Step 7: Kill the bacteria

- To kill the bacteria place the petris in an autoclave bag and pressure cook following the step 2
- Close and dispose the autoclave bag
- Sterilize your working area and wash your hands with alcohol

Safety Instructions

Wash your hands, then disinfect them with an alcohol-based hand sanitiser before and after the process.

Use **personal protective equipment (PPE)**: Gloves, Goggles & Lab Coat.

Sterilise your working area before, throughout and after the process.

Work only with **Biosafety Level 1 (BSL-1)**.

Don't touch your face and pull your hair back.

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Bacterial Dyes

Finding alternatives to chemical dyeing.

Step 2
TEXTILE DYEING

2

Materials & Tools

Materials

- Bacteria: *Janthinobacterium Lividum*
- Textile (Hemp, Silk, Viscose)

For 4 petris of 100 mm diameter:

- 250 ml distilled water
- 6.75 g LB Broth
- 1 ml Glycerine

Tools

- Autoclave bag
- Glass Petri dishes
- Inoculation loop
- Pipette
- Pressure Cooker
- Bunsen Burner + Lighter
- Incubator
- 250 ml Reagent Bottle with blue lid
- Permanent marker
- Parafilm
- Needle & Thread

Safety Equipment

- 95% Ethanol
- Kitchen paper
- Disposable gloves
- Lab Coat
- Goggles
- Bleach
- Oven glove

Textile dyeing
Step by step instructions

Process overview

- Step 1: Medium Preparation
- Step 2: Textile Preparation
- Step 3: Sterilize in the pressure cooker
- Step 4: Sterilize your working area
- Step 5: Prepare the petri dishes
- Step 6: Inoculation
- Step 7: Incubate for 48hrs at 24 C°
- Step 8: Kill the bacteria

Step 1: Medium Preparation

- Dissolve 6.75 gr of LB Broth in 250 ml distilled water
- Add 1 ml Glycerine with a pipette
- Firmly close the bottle and shake until dissolved

Step 2: Textile Preparation

- Rinse and dry the textile beforehand
- Fold & stitch the textile using tie dye, Shibori techniques
- Place them inside the petri dish making sure that it closes

Step 3: Sterilize in the pressure cooker

- Add ±1 litre of water in the pressure cooker
- Place autoclave bag into the pressure cooker
- Place the bottle vertically with lid half unscrewed and the petri dishes with the textiles closed into the autoclave bag
- Close and pressure cook for 30 min
- Release the steam before opening

Step 4: Sterilize your working area

- Clean the table with alcohol and paper
- Pour alcohol in a circle
- Place the Bunsen burner in the centre and turn it on

Step 5: Prepare the petri dishes

- Place the petris around the burner without opening
- Unscrew the bottle's lid close to the burner and sterilise its edge in the fire
- Quickly open the petri dish & pour the medium on the textile
- Let it rest until firm/cooled down
- Label each petri dish by writing medium, bacteria name, date and person

Step 6: Inoculation

- Use the same setup as step 4
- Sterilize your hands (wearing gloves) with alcohol
- Place the petri with the bacteria close to the burner
- Sterilize the inoculation loop by passing it through the flame (skip this step in case of single use plastic loops)
- Open the petri and place the inoculation loop next to the bacteria to cool it down
- Scrape gently the bacteria from one petri and transfer them to the textile

Tip: Open the petri dishes towards the flame/ sterile side

Step 7: Incubation

- Seal the petri with the parafilm
- Place the petri in the incubator at 24 C° for 48-72 hrs

Step 8: Kill the bacteria

- To kill the bacteria place the petris open in an autoclave bag and pressure cook following the step 2
- Take the textile with the tweezers out of autoclave bag and rinse
- Sterilize the petris, your working area and wash your hands with alcohol
- Close and dispose the autoclave bag

Note:

The instructions are for reusable glass petri dishes that need to be pressure cooked and later on sterilized with bleach or alcohol. In the case of disposable plastic petri dishes place the textiles in a separate autoclave bag.

Biomaterials Design", an immersive demonstration on biomaterials.

Thank you for your participation in our biomaterials demonstration at DHUB! We hope you liked the workshop and enjoyed the meeting!

We would like to know more about your assessment of the workshop, your visions and aspirations.

*Obligatoire

1. Your name and surname *

2. Your email *

3. Your age *

Une seule réponse possible.

- 8 - 17
- 18-24
- 25-40
- 40++
- Autre :

4. Are you defining yourself as a woman? *

Une seule réponse possible.

- Yes
- No
- Don't want to answer

Tell us more about your experience with us

5. From your perspective, how do you believe that this activity is impacting the most? *

Une seule réponse possible par ligne.

	No at all	Yes, it gives incentives	Yes, a lot
Generating practical skills for your professional & personal lifes			
Fostering a sense of community and knowledge exchange			
Creating environmental awareness			
Opening up new design opportunities for the textile and clothing industry			

6. ¿Te gustó... *

Une seule réponse possible par ligne.

	No	a little	Indifferent	a lot	Yes, extremely
The demonstration format with rotating stations?					
The team and organization					
Workshop's venue					
Each demo's duration					
Workshop duration					

7. Did you like the workshop? *

Une seule réponse possible.

	1	2	3	4	5	
No me gusto						Me encanto

8. What was your greatest learning from this activity? *

9. What do you think could have gone better? *

About skills

10. In your opinion, what kind of skills do we need to become a Biomaterial Maker?

Une seule réponse possible par ligne.

	1 No, not at all	2	3	4	5 yes, it is crucial
Textile and Fashion					
Graphic and Image					
Prototyping and industrial product design					
Concept and business model					
Education and research					
Creative co-design					
Circular design, life-cycle value-chain, waste management					
Material science					
Cooking and home-caring					
Molding					
·3D printing					
Emotional material awareness					

11. Would you like to participate in other activities related to biodesign of materials? *

Plusieurs réponses possibles.

- [ ] No, I can't invest more time and I'm not interested in the subject.
- [ ] Yes, I would like to attend an online conference with various speakers.
- [ ] Yes, I would like to participate in a one-week intensive workshop on biomaterials through Fabricademy offers.
- [ ] Yes, I would like to receive personalised consultancy on a project I am developing.
- [ ] Yes, I would like to be part of the collective "Remix el Barrio" and informally organise meetings on biomaterials.

Autre : [ ] _____

12. What other topics are you interested in and would like to learn more about? *

Plusieurs réponses possibles.

- [ ] Textile innovation, fashion and entrepreneurship
- [ ] Wearable technology, electronics and programming)
- [ ] Industry 4.0 (3D modelling, parametric design, 3D printing, laser cutting, 3D scanning)
- [ ] Sustainability (natural dyes, zero-waste pattern making, 2D modelling)

Autre : [ ] _____

About your vision and future

13. In which area are you most attracted to work? *

Plusieurs réponses possibles.

- [ ] Academia, research and education
- [ ] Industrial design and production
- [ ] Culture and society
- [ ] Art, performance and textile art
- [ ] Technology and Fab Labs

Autre : [ ] _____

14. Can you say that this workshop has played a role in supporting your future or current career? *

Une seule réponse possible.

	1	2	3	4	5	
No, not really						yes, I benefit a lot from the experience for my projects

15. Please explain in more detail *

On your perception of women, gender and technology

With the Shemakes project, we want to support women's inclusion and empowerment. We are convinced that all voices deserve to be heard... and we want to hear yours.

16. Do you think this activity can be seen as a great example to promote women's empowerment in science and technology? *

Une seule réponse possible.

	1	2	3	4	5	
No, at all	◯	◯	◯	◯	◯	Yes, it is empowering a lot

17. Did you observe any gender stereotypes during the activity? *

18. Tell us what you think about gender issues and what kind of actions you would like to support to limit inequalities and empower women. *

About shemakes.eu

This activity is part of the European project shemakes.eu. The aim of shemakes.eu is to empower future female innovators in the sustainable fashion industry through inspiration, skills and networking. The project's partner communities are organising activities to facilitate the learning of new techniques and skills and the development of new services that promote the regeneration of the world of textiles and materials.

shemakes.eu has received funding from the European Union's Horizon 2020 Research and Innovation programme under grant agreement no. 101006203.

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Google Forms

09.00/17.00

27-28 Mai 2021

ABC University

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WORKSHOP

Interactive Monsters

TUESDAY, AUGUST 10
11:30-1PM (CEST)

Nuria Robles
Fab Lab Leon

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