

From: Alejandra F.

Subject: Facilitator's guide

1000 unread emails

INTRODUCTION

In the 1000 unread emails workshop we create poems out of email subjects from big tech companies, social media, banks, streaming platforms and other digital services. Then, participants are welcome to contribute to the 1000 unread emails online collection.

The workshop lasts 60 min. It can be of special interest to educators who want to use a creative approach to issues of digital identities and data privacy, artists and creative technologists interested in exploring work with personal data, and anyone who wants to participate in a collective piece. No previous experience is necessary.

More notes on motivations here: eseldesvelo.substack.com

It is meant to be reproduced by facilitators (like yourself!) with the help of this guide.

This guide was created using Mozilla Fest's divergence, emergence and convergence framework, as well as its accessibility, inclusivity and participatory guidelines. Divergence is about opening up the topic and getting folks connected, emergence is where the actual work happens (sharing, exploring, creating together), and convergence is about wrapping up and planting a seed for what comes next.

- It aims to be participatory in that it has several entry points for participating, including full group discussion, small-group exchanges and writing down reflections. Also, divergence, emergence and convergence are divided into stages and activities with clear specific prompts. Finally, it provides specific next steps to get involved after the workshop.
- It aims to be accessible in that all files are screen-reader friendly, use high-contrast text and include alternative text for images. Also, all materials are in two languages (this guide is also available in Spanish) and jargon-free. Prompts and instructions are provided in clear steps, both in the slides and in the participant's booklet. Finally, all materials provide alternatives and support regarding the tech tools used.
- It aims to be inclusive in that it uses inclusive language. Also, all activities have the option to opt out.

Limitations

If you have any feedback regarding how to improve this facilitation guide, especially in terms of making it more participatory, accessible or inclusive, please send it to maria.alejandra.fauquie@gmail.com

ICONS USED

Script: prompt or instruction for the activity

Observe: slide number, participant's booklet page or other support resources used in each activity

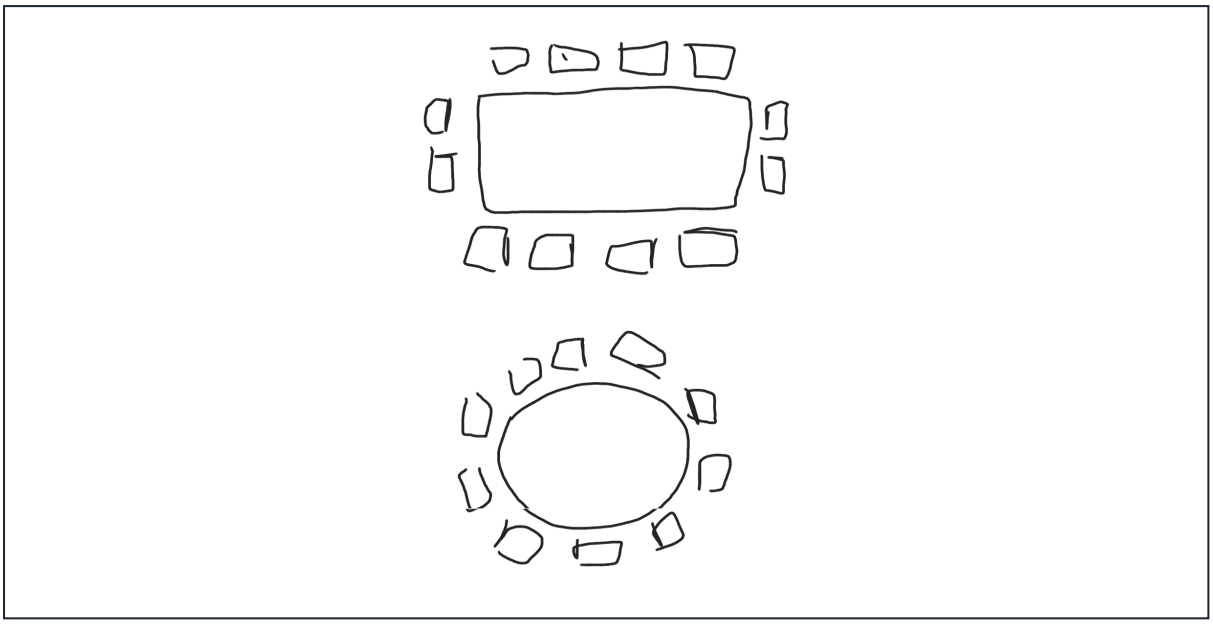
Watch out: common issues or things to be mindful of

Grouping: how participants should group in each activity

CHECKLIST

- [ ] Having previously reviewed this facilitation guide
- [ ] Slides
- [ ] Participant booklet copies (optional)
- [ ] Pens or anything to write down
- [ ] Poem cards (optional)
- [ ] Markers and decoration supplies for the poem cards
- [ ] Scissors and glue to cut out email subjects
- [ ] A few sheets with printed out email subjects from either your personal inbox, or synthetically made based on real email subjects (for participants that don't want to use theirs or that can't access their inboxes during the workshop)

LAYOUT



The workshop needs at least 2 people and works best with up to 25.

Subject: Section 01

Divergence

Duration · 10 min

Activity 1: Icebreaker · 5 min	
	- Ask participants to go to the second tab of the Community Docs (tab 2, Notes). They can scan the QR code to access the document. Alternatively, they can use the folder. - They can go to the icebreaker section and answer the prompt. - Without singling out any specific participant you can read some highlights out loud, to emphasize diversity of answers.

- Slides 03 and 04 "Icebreaker" - Community Docs	- The folder option provided in the slide can also be convenient for participants with older cellphones that can't scan QRs or folks that don't want to use Google Docs.	- This activity is done individually

Activity 2: Goal setting · 2 min		
Read the goals. When mentioning the participant's booklet, show it and show how it unfolds. When mentioning the poem cards, also mention that they will be uploaded to the "1000 Unread Emails" website so they are meant to be decorated using markers, stickers and available supplies. Finally show the website and show that it has a counter for uploaded poems.		
- Slides 05 and 06 "Goal setting" - Participant's booklet - Poem cards and decorating supplies - "1000 unread emails" website.	-	-

Activity 3: Guidelines · 3 min		
Read the guidelines. When mentioning the privacy one, do highlight the available email subjects in the table(s). When mentioning inclusivity, also mention that we should try to use print or block letters when handwriting our poems and to have good contrast with the background, and point to the available materials to achieve that.		
- Slides 07 and 08 "Guidelines"		

Subject: Section 02

Emergence

Duration · 40 min

Block A

Activity 1: Time traveler's criteria · 10 min

	Read the prompt. Show that the pages available for this exercise (A-1) in the participant's booklet are 2, 3 and 4. The exercise can be done with available subject texts or with their own inbox.

- Slide 10 "Time traveler's criteria" - Participant's booklet, activity A-1 (pages 2, 3 & 4)	- Page 4 is a bit counterintuitive so emphasize it.	- This activity is done individually

Activity 2: Selection · 7 min

	Read the prompt. Highlight that they can work with their own inbox, available subjects or BOTH. Show that the space available for this exercise (A-2) in the participant's booklet is the top part of the inner sheet of the unfolded booklet.

- Slide 11 - Participant's booklet, activity A-2 (top part, once it is unfolded)	-	- This activity is done individually

Block B

Activity 1: Sharing and collecting mail subjects in the carrier bag · 5 min

	Read the prompt. Show the space available for this exercise (B-1) in the participant's booklet in the bottom part of the inner sheet of the unfolded booklet. Mention that in the available space they can write: subjects or observations that got their attention

- Slide 13	- Folks might jump into sharing observations. Emphasize trying first to share their selection. - Also, folks might be confused about what to write in the carrier bag section. Mention it is for attentive listening and to really grasp those subject lines that sound interesting as well as those observations they can relate to.	- In pairs, people next to each other.

Activity 2: Poems by sound · 5 min

	Read the prompt. Remind them that poem cards need to be legible to the best of our abilities, that they can be decorated and that poems can be translated.

- Slide 14	Common issues.	- This activity is done individually

Activity 3: Poems by sender · 5 min

	Read the prompt. Remind them that poem cards need to be legible to the best of our abilities, that they can be decorated and that

	poems can be translated.

- Slide 15	-	- This activity is done individually

Activity 4: Poems by concept/vibe · 5 min	
	Read the prompt. Remind them that poem cards need to be legible to the best of our abilities, that they can be decorated and that poems can be translated.

- Slide 16	-	- This activity is done individually

Subject: Section 03

Convergence

Duration · 12 min

Activity 1: Sharing poems · 3 min	
	Read the prompt. Tell participants you'll give them a minute to wrap their poems up and choose the one they want to share.

- Slide 18	-	- Whole group sharing

Activity 2: Contributing poems · 2 min		
Invite participants to hand in their poems or just let you take a picture of them. Also remind them they can upload more and even voice notes through the submission form.		
- Slide 19	-	-

Activity 3: Reflection · 5 min		
Read the prompt. Emphasize that the questions are just suggestions and it is an open discussion on how they felt reading and sorting all those emails.		
- Slide 20	-	- Whole group sharing

Activity 4: Next steps · 1 min		
Read key points.		
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