

Boost Workshop Guide

For Digital Experts

Thank you for volunteering with Digital Boost and wanting to host a Boost Workshop with us!

What are Boost Workshops?

Workshops are interactive webinars for organisations on a relevant digital skill led by one of our digital experts, like you, to help the organisations achieve their learning goals in one of the 46 digital subjects covered by our service. The webinars are limited in number to X

As you prepare to present your presentation for the Boost Workshop, please make sure that you can be in a quiet space and free of distractions so that you can best prepare for the presentation and so that the presentation's audio quality will be clear.

Here are some simple tips for hosting a Boost Workshop:

Etiquette and Top Tips for Boost Workshops

- **Please do engage with the audience:** Although the audience is muted and have their cameras turned off they can still pose questions through the Q&A.
- **Please do keep the content clear for a novice:** Most organisations might be new to the digital skill you are presenting on. So make sure to explain abbreviations, acronyms and jargon.
- **Please do offer case studies as examples:** Learning through case studies is one of the best ways for organisations to learn a new skill and apply it to their context. It is a great way to inspire, motivate and build confidence in organisations that they can achieve the same goals.
- **Please don't ask to get paid:** Digital experts, like you, are working on a pro bono voluntary basis. Digital Boost services are free for our organisations. Do not ask the organisations to pay you and do not sell them your services. Doing so would infringe on our policy and would result in you being barred from volunteering on Digital Boost.
- **Please Don't ask the audience for personal contact information:** Digital Boost's mission is to ensure both your and our organisation's individual privacy and safety throughout the full Digital Boost journey. The audience joins a Boost Workshop in complete anonymity except for their first name being revealed. Please do not ask the audience for private information such as an email address, phone number, or other information such as last name or professional title during the Boost Workshop.

Our organisations are equally aware that they should not ask you for the same private information and we strongly urge you to not give your information if an organisation inquires about it. If an organisation does ask through the chat window during the Boost Workshop, then please refrain from giving out any information and contact us at contact@digitalboost.org.uk with the details, including the first name of the organisation and question asked, after the call.

Questions you may have:

- **How do I host a Boost Workshop?**

If you want to host a Boost Workshop you need to email contact@digitalboost.org.uk. Workshops are 60min long starting with a 30min presentation by the digital expert and followed by 30min Q&A by the audience. In the email please include the subject you would like to hold a presentation on and why you think this would be valuable to our organisations. Further include a presentation deck that you would like to present. The deck should be long enough for a 30 min verbal presentation. Once Digital Boost confirms that the subject is well suited for our audience, we will go ahead and plan the date and time for the Boost Workshop with you via email.

- **Can I join a Boost Workshop as a volunteer?**

Boost Workshops is a learning service to help our organisations solve their organisational problems. Unless you are hosting the Boost Workshop you can unfortunately not attend as a volunteer.

- **What happens if I need to cancel presenting at the Boost Workshop?**

If, due to an emergency, you can't host the Boost Workshop any longer, please email us at contact@digitalboost.org.uk at least 72hrs before the scheduled Boost Workshop, otherwise you will be barred from hosting a Boost Workshop.

- **What happens if I don't show up to the Boost Workshop?**

If you don't show up to the Boost Workshop and didn't cancel your hosting at least 72hrs before, you will be barred from hosting Boost Workshops.

- **What happens if nobody shows up to the Boost Workshop?**

So far we have never had 0 attendance. A Boost Workshop only gets cancelled in the rare event of having 0 organisational attendees.

- **How private are the Boost Workshops? Will the audience know about my personal details?**

The privacy and confidentiality of our digital expert hosting the Boost Workshop is of the highest priority to us. Throughout the Boost Workshop webinar the audience will only see your first name and company. They will not see your last name, email address, profile picture or LinkedIn account, unless you have specified that these details should be shared with the audience.

- **Can I sell my services or ask for payment throughout or for the Boost Workshop?**

Digital Experts are **not allowed** to promote their services in a Boost Workshop. Digital

Experts, like you, have agreed to volunteer for Digital Boost on a pro bono basis. Boost Workshops are a completely free service for our organisations and under no circumstances should you, as the presenter and Digital Expert, ask the audience for payment or promote a paid service or product throughout them. If you infringe upon this policy, you will be barred from Digital Boost.

- **What if I want to host another Boost Workshop?**

If you want to host another Boost Workshop after successfully hosting your first one, simply email contact@digitalboost.org.uk.

Good luck hosting your Boost Workshop!

The Digital Boost Team