Field Lab Toolkit

A sandbox to innovate, create, and test new ideas where everyone is a co-organizer and speaker.

UR Understanding Risk

Disaster Risk Financing & Insurance Program

SUPPORTED BY
WORLD BANK GROUP

Field Lab Toolkit

A sandbox to innovate, create, and test new ideas where everyone is a co-organizer and speaker.

UR Understanding Risk

Disaster Risk Financing & Insurance Program

SUPPORTED BY
WORLD BANK GROUP

This toolkit is designed to help people set up and run a Field Lab. It outlines the key tasks, decisions and organizational considerations for planning the event and provides a number of examples and templates that can be adapted for future events.

Table of Contents

BACKGROUND

What is a Field Lab?

A Field Lab is an in-person event designed to promote inter-disciplinary collaboration and provide a sandbox to innovate, create, and test new ideas to solve important and complex problems. The event brings together participants from different disciplines, backgrounds, and regions to work collaboratively. Participants work together to co-create, innovate, and test out ideas to address these problems over the course of the event.

The Field Lab is based on the open space event concept. Compared to typical conferences with a predefined schedule and clear delineation between organizers and participants, an open-space puts the participants in control. The program is emergent and participant-led. An overall thematic calendar is provided, but participants develop specific projects that are not predefined. The fluid format and duration provides an opportunity to collaborate on projects in real time. Participants take ownership of the schedule and their individual time. They decide their objectives, and how to structure their activities to accomplish them. All participants are equal and everyone is a speaker. Everyone is a co-organizer and participant.

The Field Lab promotes deeper collaboration and knowledge sharing across disciplines. This is particularly relevant and important for the disaster risk management community where the problems we are attempting to address are by their nature complex and cannot be solved by individual disciplines alone.

The goal of this toolkit is to assist others in organizing a Field Lab that allows many participants to share emerging ideas and explore tools and potential solutions to the important challenges in the field of disaster risk management.

OPEN SPACE CONCEPT

Open Space events, sometimes called "unconfer-ences" have been used in a number of different fields before including open source technology, disaster response and political organizing. In each case, the goal has been to allow participants to drive the agenda, flatten the distinction between organizers and attendees, and support meaningful in-depth collaboration around complex topics. Successful open space events are able to encourage all participants to take a sense of ownership over the activities and leverage the different types of knowledge and expertise that each attendee brings to the theme of the event.

For more information see A Brief User's Guide to Open Space Technology by Harrison Owen https://www.openspaceworld.com/users_guide.htm

Getting out into the field

The "field" part of the Field Lab is key. The location chosen to host the Field Lab provides a new and different context for participants to place their own work and ideas. Getting participants out of typical conference venues and into real world settings encourages them to engage with a problem in greater depth. Through the Field Lab, participants will have opportunities to work with and learn from local partners, encouraging deep engagement with a place. This helps to put abstract ideas about science, technology, and innovation into context in ways that can help sharpen thinking and produce better results. Field Labs will generally be focused on a specific issue in a given location (for example, how urban flooding occurs and its impacts in a specific city). While the goal may be to contribute to understanding of the issue more broadly, the location of the Field Lab provides real world context for participants to engage with and test their ideas. While it is very unlikely that the outcomes of a Field Lab will "solve" that issue in the place it is hosted, the ideas, relationships, and knowledge generated over the course of the event can certainly contribute to long-term efforts to build resilience in that setting.

ⓘ **Chiang Mai was chosen because the flooding issues in this city are emblematic of those experienced in many areas: non-catastrophic, disruptive, expensive, unequally distributed, growing, insufficiently understood and documented.**

UR Field Lab
Urban Flooding | Chiang Mai June '19

ⓘ UNDERSTANDING RISK FIELD LAB ON
URBAN FLOODING

The first Field Lab, held in Chiang Mai in June 2019, brought together over 150 artists, scientists, engineers, designers, software developers, cartographers, non-profit staff, university researchers, government officials, and citizens to work together on projects related to urban flooding. The Field Lab was held as an event of the Understanding Risk (UR) Community, comprised of nearly 10,000 experts and practitioners in the field of disaster risk management, particularly in the creation, communication, and use of risk information.

This "unconference" or open-space event was an experimental event designed to explore and dwell upon a wide range of approaches to understanding and coping with the problem of urban flooding. Chiang Mai was chosen because the flooding issues in this city are emblematic of those experienced in many areas: non-catastrophic, disruptive, expensive, unequally distributed, growing, insufficiently understood and documented.

The event's schedule and organization was emergent and driven by attendees, with only three simple rules for participation.

↦ Make something;
↦ Document it;
↦ Contribute to the community.

There were a number of outcomes from the first Field Lab that made it a success. Over 100 outputs were created during the event, including draft academic papers, new datasets, physical models, serious games, oral history videos, art pieces and more. The outputs are documented on www.urfieldlab.com/outputs and some examples are provided in the Understanding Risk Field Lab on urban flooding: Chiang Mai 2019 section. Over the course of the Field Lab participants built relationships with others working in the field of flooding, expanding their professional networks and initiating collaborations that have endured beyond the Field Lab. Finally, the interdisciplinary character of the program and attendees helped to emphasize the complex relationships between society and flood risk, providing participants with a new appreciation for aspects of flooding they hadn't previously considered and exposure to new methods and tools they plan to carry forward into their practice.

This first Field Lab demonstrated that the model is successful in bringing together people across different disciplines, to co-create, innovate and co-produce new ideas to address a particular problem. The success of this event has sparked interest from the disaster risk management community in replicating this format to address similar issues in different parts of the world.

Goals of the Field Lab:

Build the network of practitioners and researchers working on the Field Lab theme.

Encourage learning and knowledge sharing across the many disciplines and fields of expertise related to the theme.

Support innovation and creativity in the areas through reframing how experts conceptualize these issues.

Develop long-term collaborations between attendees.

Elements of the Field Lab

Fluid timeframe: Participants can come for as long or as short as they can over the entire Field Lab.

Emergent schedule: A few workshops and training sessions are led by organizers, but most of the schedule is created by participants self-organizing in working groups (bring your own project, host a workshop, run an activity).

Product oriented: There will be presentations and discussions, but we focus on opportunities to make, write, design, code, question, break.

Documenting work: Participants must produce something while they are there: an art piece, policy brief, music, map, digital app, risk model, etc.

The Law of Two Feet: Participants are welcome to join any session. They also have the permission to leave a session or conversation if they are not interested (and join another conversation).

Working groups: A number of themes are defined before the event and allocated to different weeks to give some overall structure to the Field Lab. Participants are free to join as many as they want and this allows those that cannot attend the full event to structure their participation based on sub-themes of most interest.

ORGANIZING TO-DO LIST

Event Design   Outreach   Program Details and Logistics

This section outlines the major tasks and considerations for planning a Field Lab. The recommendations are based on the experience planning the Chiang Mai Field Lab and specific examples from this are provided throughout the document. These recommendations are provided as a guide and may need to be adapted for a particular context.

See page 52 for a detailed planning checklist.

Event design

1 Decide on the Field Lab theme

The theme could be broad or quite narrow in scope. Examples include urban flooding, wildfire at the wildland urban interface, famine, climate, pandemics or many other topic areas. Within the overall theme, sub-themes can be defined to organize different working groups (see next point). A broader theme may encourage a broader variety of projects and work, however a narrower theme may be useful if trying to tackle specific problems. Deciding on the theme will help guide decisions about where to hold the lab, which partner organizations to approach and how to target outreach for participants.

ⓘ **Urban flooding was the main theme, chosen because it is a complex problem that affects many parts of society in different ways, it is inherently inter-disciplinary, is relevant to the location and provided an opportunity to build upon flood related work already underway in the UR community.**

2 **Create working groups and find working group leads**

Working groups based around sub-themes can be a useful way to provide some structure to the Field Lab. A working group lead/s should be assigned to oversee the preparation and running of the working group. These responsibilities may include developing project ideas, finding relevant partner organizations, datasets and references, and scheduling in the lead up to the event. During the Field Lab, leads can facilitate initial discussions and workshops as participants find their place and projects gain momentum. A lead would ideally lead only one working group at a time and would have weeks where they are not leading anything so they can participate in other working groups. Leads may be members of the organizing committee, from local partners or other organizations and ideally have some level of experience with the sub-theme.

3 **Decide on goals for the event**

Adopt or adapt the Field Lab goals listed above for your Field Lab and define specific measures of success. These will be specific to the event but may include the types of outputs produced, the number of ongoing collaborations formed, the degree to which participants from different disciplines integrate on projects, or how many participants met their own goals for attending as self-reported in follow up surveys. Asking each working group to establish a set of desired outcomes at the start of their work can also help teams focus their activities.
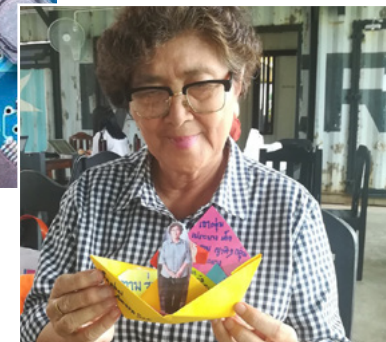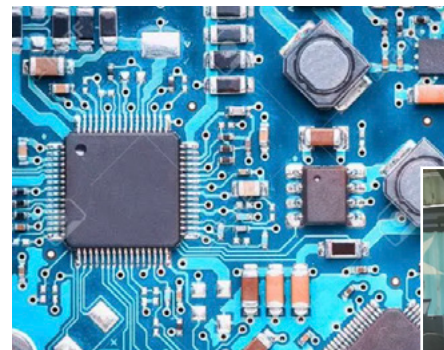
ⓘ **A number of working groups focused on mapping, vulnerable populations, drones, sensors, risk communication, nature-based solutions, AI and machine learning, user-centered design and art and science. The working group leads included members of the organizing committee, collaborators from Chiang Mai University, Humanitarian OpenStreetMap Team, researchers from international universities, and practitioners from a variety of organizations.**

ⓘ Over the entire event, more than 150 people attended the Field Lab, with a weekly maximum of 50 people. A cohort of 19 participants (mostly funded students or recent graduates) attended for the entire duration, providing a level of continuity that helped onboard new arrivals throughout the month.

ⓘ The Chiang Mai Field Lab lasted four weeks, structured in 1-week "sprints". The month-long duration was an experiment to see what could be produced in this amount of time. A diverse group of participants attended for shorter periods of time, while those that stayed the entire month were predominantly graduate students, professors, independent consultants, or individuals between jobs.

4 Determine the target number of attendees

The size and capacity of the organizing committee as well as practical considerations such as budget and venue options will influence the number of attendees. There is a balance between having enough people to facilitate multiple working groups and spontaneous project collaboration while keeping the numbers manageable and creating a sense of community where participants are able to connect with the broader group in a way that is not possible at events with hundreds of people.

5 Decide on the duration of the Field Lab

The duration will influence the degree to which meaningful collaborations and relationships can develop and the amount of work that can be produced. A month-long or multi-week event allows for producing high-quality products that could realistically not be produced in a few hours or days. It also makes it possible to feature a large number of sub-topics and for participants to join several working groups simultaneously. However, the unusually long duration means that participation for the full month is likely only possible for those with flexible schedules. Aim to have a core group of participants present for the entire length of the Field Lab to provide continuity, help on-board new arrivals and connect them to ongoing projects.

Nong Hoi Boundary

Vulnerability
High
Medium

6 Decide on location and dates

The location provides participants with inspiration and a "sandbox" to explore new ideas related to the theme. The location will influence who participates, generally attracting more regional attendees. Additionally, there are practical considerations such as the visa requirements for different nationalities, the cost of hosting an event in a location, with lower cost locations allowing funding to stretch further and potentially support more participants. The season and weather may also be important to consider.

ⓘ **Location: Chiang Mai, Thailand.** Chiang Mai was chosen because the city suffers from urban flooding issues, offering numerous relevant case studies for the Field Lab. Second, the city is known for its good technological infrastructure, as demonstrated by the flow of "digital nomads" coming to work for a few months or more to Chiang Mai. Third, the cost of living and renting venues and hotels is low compared to Western countries, which allowed the organizers to make more out of the funding (e.g. supporting early career participants for the full month). Finally, the organizers had a small network in the region and were confident that local institutions such as Chiang Mai University could become key collaborators in setting up the event.

Dates: June 3-28, 2019. This was chosen to align with the Northern Hemisphere academic calendar, allowing researchers, faculty, and graduate students to attend.

7 Engage local partners

Partnerships with local institutions help participants and projects to engage with the local people and environment, helping participants develop a "sense of place". They can provide insight into important local issues, connect organizers with local experts, and link to relevant events. Examples of local partners include local universities and research groups, local government departments, non-profits, community groups, and firms working on projects related to the theme. Aim to engage with strong local partners early in the planning process, this will ease the burden on the organizing committee.

ⓘ The contributions, participation, and involvement of these local organizations contributed to the overall success of the Chiang Mai Field Lab. These organizations included:

OASYS Research Group, School of Engineering, Chiang Mai University led a number of sessions focused on sensors for detecting flooding and facilitated a field trip to Chiang Rai where participants met with local government and community members to learn about their experiences with flooding and test a new type of sensor developed by participants.

Members from the School of Public Policy, Chiang Mai University, created a facilitated dialogue table to allow exhibition visitors to discuss contemporary urban issues – including flooding – while also providing the context of the 'Living with Water' exhibition to animate that conversation. They also participated in a number of other events during the Field Lab, including leading a session where participants explored the use of "Serious Games" as a way to engage others in discussions about haze and pollution.

Foundation for Older People Development (FOPDEV) created a link with the residents of the Nong Hoi neighborhood, where participants undertook projects such as conducting oral history interviews with flood-affected residents.

Weave Artisan Society hosted the art and science working group and the "Living with Water" Art and Science Fair exhibition.

International Sustainable Development Studies Institute (ISDSI) hosted the event and provided logistical support.

8 **Raise funding**

Once the duration, location, and number of attendees are decided, develop a rough budget to create a funding target. Consider providing scholarships (including flights, accommodation and per diem) to a subset of participants who may not otherwise be able to attend the Field Lab. Additional items to plan for include lunch and coffee, venue rental, advertising, design and materials, audiovisual equipment, supplemental wifi, time and resources to complete documentation of the event, organizer salary, and a local coordinator salary.

9 **Set up the organizing committee**

The Field Lab is intended to be a fluid event with an emergent schedule and minimal pre planning however, there are still a number of preparation and logistics tasks to be completed. Assemble an organizing committee to share these tasks, many of which can be completed from afar. Engage a local event organizer to assist with local logistics in the lead up to the event and to support the event for its full duration. The level of on-the-ground support will depend on the event size, in some cases engaging a firm may be appropriate, in others it could be an individual. Regardless, having this support is integral to the event's success.

ⓘ **The event was supported by the World Bank Disaster Risk Financing and Insurance (DRFI) unit, the Global Facility for Disaster Reduction and Recovery (GFDRR), Facebook, and the Earth Observatory of Singapore. Funding of approximately USD$70k covered the event and scholarships for about 25 participants, although the organizing team were largely volunteers so this figure does not reflect the true cost of the event organization.**
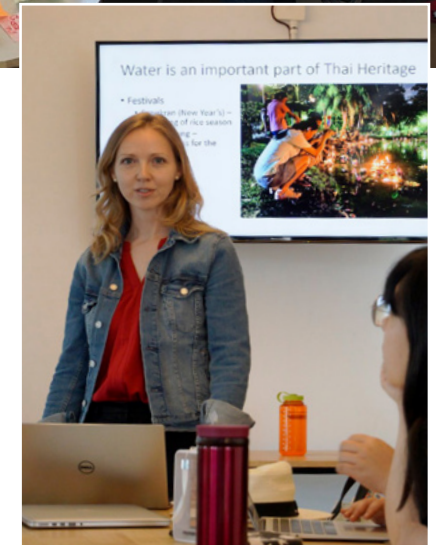
The organizing committee was made up of 4 part-time volunteers located outside Thailand, 1 part-time on-the-ground consultant and 1 local event coordinator who supported the logistics planning part-time in the lead up to the event and full-time during the Field Lab.

Outreach

Developing a thoughtful outreach strategy that aims to increase engagement from participants in the lead up to the Field Lab will strengthen the event. By increasing activity, engagement and excitement, you will give the event a head start by seeding project ideas, forming collaborations early, and allow people to plan projects in advance.

1 Set up an online presence

Once the high-level details have been confirmed (location, dates, theme) set up a website where potential participants can find all the information. This site can be updated with further details as they are confirmed and the event nears.
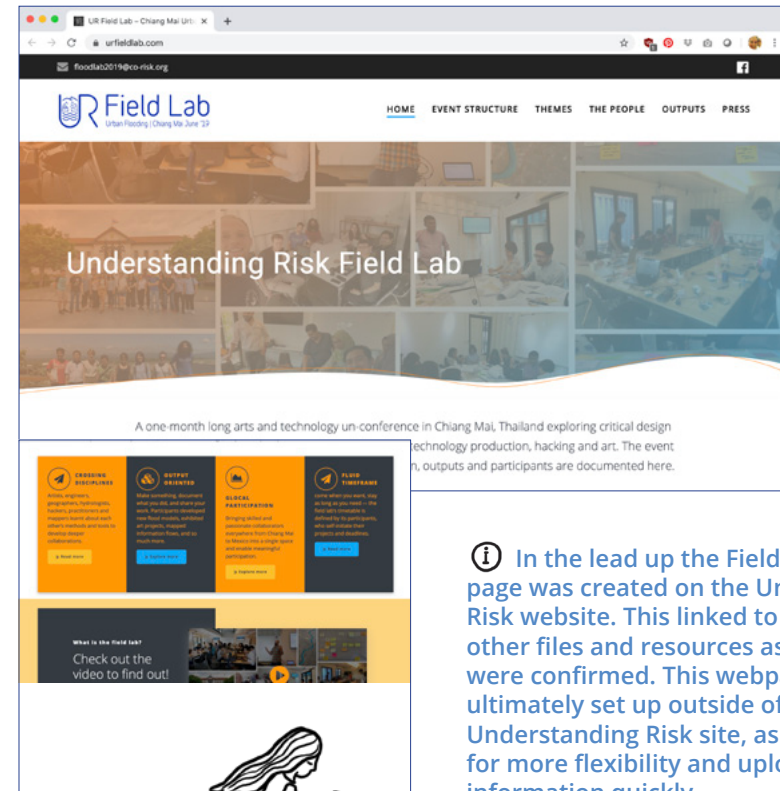
(i) **In the lead up the Field Lab, an event page was created on the Understanding Risk website. This linked to various other files and resources as more details were confirmed. This webpage was ultimately set up outside of the main Understanding Risk site, as it allowed for more flexibility and uploading of information quickly.**

2 **Recruit participants**

Aim to put the initial call for attendance for the event out about 5-6 months in advance to allow adequate time for participants to plan to attend.

Advertising: Where you advertise the Field Lab will depend on the theme, location and target audience. Examples of ways to reach potential participants include through the UR mailing list, university listservs, relevant professional organizations, professional networks, and social media. In order to get a wide variety of disciplines, it is critical to advertise in places outside of the organizing committee's usual domain. Do research and ask session leads for advertising locations, ultimately resulting in a diverse list. Point them to the Field Lab website.

Application process: If there is a cap on the number of attendees, an application process is a useful way to limit the number of participants. It also provides the organizing team with more background information on the participants to help identify potential session leads and tailor working groups or field trips. See templates section for an example application form. Once the application deadline has passed, evaluate the applications based on selection criteria collectively developed by the organizing committee. One approach is to have a subset of the committee independently review and rate each applicant according to the criteria, then aggregate scores across all reviewers and discuss any discrepancies. Example selection criteria could include a personal or professional link to the Field Lab location, demonstrated interest or work related to the theme, or an understanding and commitment to the goals of the event.

Scholarships: Providing scholarships can help defray attendance costs for those who may not be able to attend and help to diversify the participants. If scholarships can be provided to support the participation of a number of attendees, additional application questions can be added to the application form, where a response is triggered when an applicant indicates they would like to apply for a scholarship.

ⓘ **Participant recruitment: The Field Lab was advertised on email lists of students and professionals working in disaster risk, design, and international development and shared on social media. To apply, individuals completed an online form, answering questions about their educational and professional background, prior experience working on flood issues in the region, interest in interdisciplinary collaboration, what they anticipated creating or producing during the event, and personal goals for attending. A team of 4 evaluators read each application and scored them according to the strength of their essays, relevance of their background, and perceived benefits of participation toward their personal or career goals.**

Attendees: Over the entire event, more than 150 people attended the Field Lab, with a weekly maximum of 50 people. Scholarships were provided to 15 students and recent graduates. A cohort of 19 participants (including the 15 who received scholarships) attended for the entire duration, providing a level of continuity that helped onboard new arrivals throughout the month.

③ Engage with participants in the lead up to the Field Lab

The more pre work that is done with participants the more they can hit the ground running. However, there's a balance between pre-event organization and allowing for an emergent schedule. Ideas for engaging with participants include:

***Create an online space for participants to get to know each other.***
Encourage them to introduce themselves and their work.

Provide an introduction to the Field Lab format. The participant-led, emergent schedule nature of the Field Lab is likely new to many of the participants so providing an overview of how it works before the first day can help them prepare. This could be done via a webinar, through sharing a "how-to Field Lab" document or references, and/or just an in-person orientation to the ideas and major tools like the Board and the Open Mic at the beginning of the event.

Initiate working group and project discussions.
An introductory webinar could also provide an opportunity to introduce the working groups, discuss emerging project ideas, and spark further discussion. This can also be achieved over email or whichever communication channels are setup prior to the event. This is a good opportunity to prompt participants to think about any resources they may like to bring and share with others, such as books, tools, equipment etc.
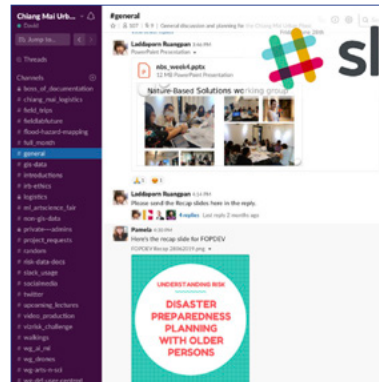
ⓘ A Slack workspace was set up prior to the Chiang Mai Field Lab and everyone was encouraged to join and introduce themselves. This Slack space was used throughout the Field Lab and remains open afterwards as a way to communicate with other participants.

Program details and logistics

① Book the venue

Key features for any venue include one space large enough to host all participants at a given time, a number of smaller breakout rooms to host working groups, screens for sharing presentations, whiteboards, and fast internet access. Beyond this, consider how the space may provide inspiration as well as comfort for the entire Field Lab.

ⓘ Venue: International Sustainable Development Studies Institute's campus (ISDSI). The campus is an experiment in sustainable design and architecture, integrating 17 shipping containers into the main building. The space provided a homebase for participants and included a large meeting room, outdoor space and ample smaller meeting rooms and spaces for smaller group work. ISDSI also organized catering for the full month.

2 Develop a schedule framework

While the emergent schedule is a key element of the Field Lab, it is helpful to put a broad schedule framework in place by breaking the event down into shorter "sprints" based on the different working groups. This enables participants who are unable to attend for the entire Field Lab to plug into projects more easily and target their attendance to specific weeks that align with their interests. It also helps organizers better plan with session leads and external partners. The number of concurrent working groups should not exceed the number of separate working spaces.

ⓘ **Side events:** Many side events were planned or spontaneously organized, these included weekly city orientation tours for new arrivals, movie nights, karaoke nights, field trips to nearby flood infrastructure, trips to local tourist destinations, weekly Thai language classes and trips to experience the local nightlife.

3 Plan side events

Much of this will be spontaneous but it may be helpful to plan a few side events outside the Field Lab, especially for the first week as participants get to know each other and learn more about the host city. These informal side events will help to build relationships throughout the event and give attendees better understanding of the context in which they are working.

	Week 1 (June 3rd)	Week 2 June 10th	Week 3 June 17th	Week 4 June 24th
Mapping	✕			
Vulnerable Populations	✕	✕		
Drones and 360 degree cameras	✕		✕	
Sensing		✕		
Risk Communication			✕	
Nature-Based Solutions			✕	✕
AI & Machine Learning			✕	✕
User-Centered Design				✕
Art & Science				✕

Working Group	Week 1	Week 2	Week 3	Week 4
A				
B				
C				
D				
E				
F				

ⓘ **The Chiang Mai Field Lab was organized into 4 week long "sprints" with most working groups lasting one week while a few ran over two or more. The working group schedule was published before the Field Lab so participants could plan ahead of time which working group they would attend.**

4 **Plan a closing celebration**

An event where participants can exhibit their work at the end of the Field Lab provides a way to showcase what was produced and celebrate the success of the event before everyone leaves. Knowing there is a venue to share their work also gives participants a concrete goal to work toward during the Field Lab. It is worth noting that certain types of outputs are better suited to different types of exhibitions or formats for sharing. For example, videos, physical models, and art pieces are easier to share than draft academic papers, so the emphasis on the closing celebration could influence the type of work that is pursued. Discussing the trade-offs between long-term and short-term outputs, which can be showcased, may help participants decide where to put their energy. Additionally, a final push toward creating something to share at a closing celebration may impact participation in events or working groups scheduled toward the end of the Field Lab so build in time to wrap up projects toward the end of the event to help avoid this.

5 **Invite speakers**

Setting up a small number of formal lunchtime presentations from partner organizations or well-known experts in the field can be helpful to provide some structure and learning. If there are any must have speakers, reserve their time well in advance to ensure they can attend.

ⓘ **Closing celebration: The Chiang Mai Field Lab culminated with the opening night of the Living with Water: Art & Science Fair held at the Weave Artisan Society's exhibition space. The opening night provided a chance for participants to celebrate their accomplishments and new friendships over food and drinks, while seeing for themselves the work that others produced. The exhibition was on show for the month of July allowing local partners and the residents of Chiang Mai to see and experience the outputs that were produced during the Field Lab.**

6 **Make travel arrangements**

If the event is funding and organizing travel for a number of participants and/or sessions leads, consider engaging an external travel agent to manage these aspects. Finding a number of hotels within walking distance of the venue will simplify things for the participants and facilitate more social activity outside the Field Lab.

7 **Consider how the event will be documented**

Think through how you might want to share the outputs of the Field Lab with the broader community (and the world) afterwards and who the target audience might be. Finalizing the documentation after the event can require substantial effort so it is important to adequately plan and allocate resources to complete this.

RUNNING THE FIELD LAB

A Field Lab is primarily an in-person event. Its success relies on face-to-face time, working alongside other participants, and informal side events such as field trips and social events, to build relationships. This section outlines some of the key tools and considerations for running the Field Lab.

1 **Weekly schedule**

The example schedule below is based on week-long "sprints" where the Monday morning provides an introduction to the week's working groups and an orientation for newly arrived participants. Each morning begins with a short announcements session for anyone to highlight the day's activities, make requests etc. Lunchtime is held at the same time each day and provides a chance for participants to regroup. The Friday afternoon is reserved for a recap and feedback session where each group shares their work with the larger group and reflects on their experience.

	Monday	Tuesday	Wednesday	Thursday	Friday
Opening	Orientation session	Daily announcements			
Morning					
Lunch	Presentation				
Afternoon					Recap Session
Dinner			Social event		
Evening					Social event
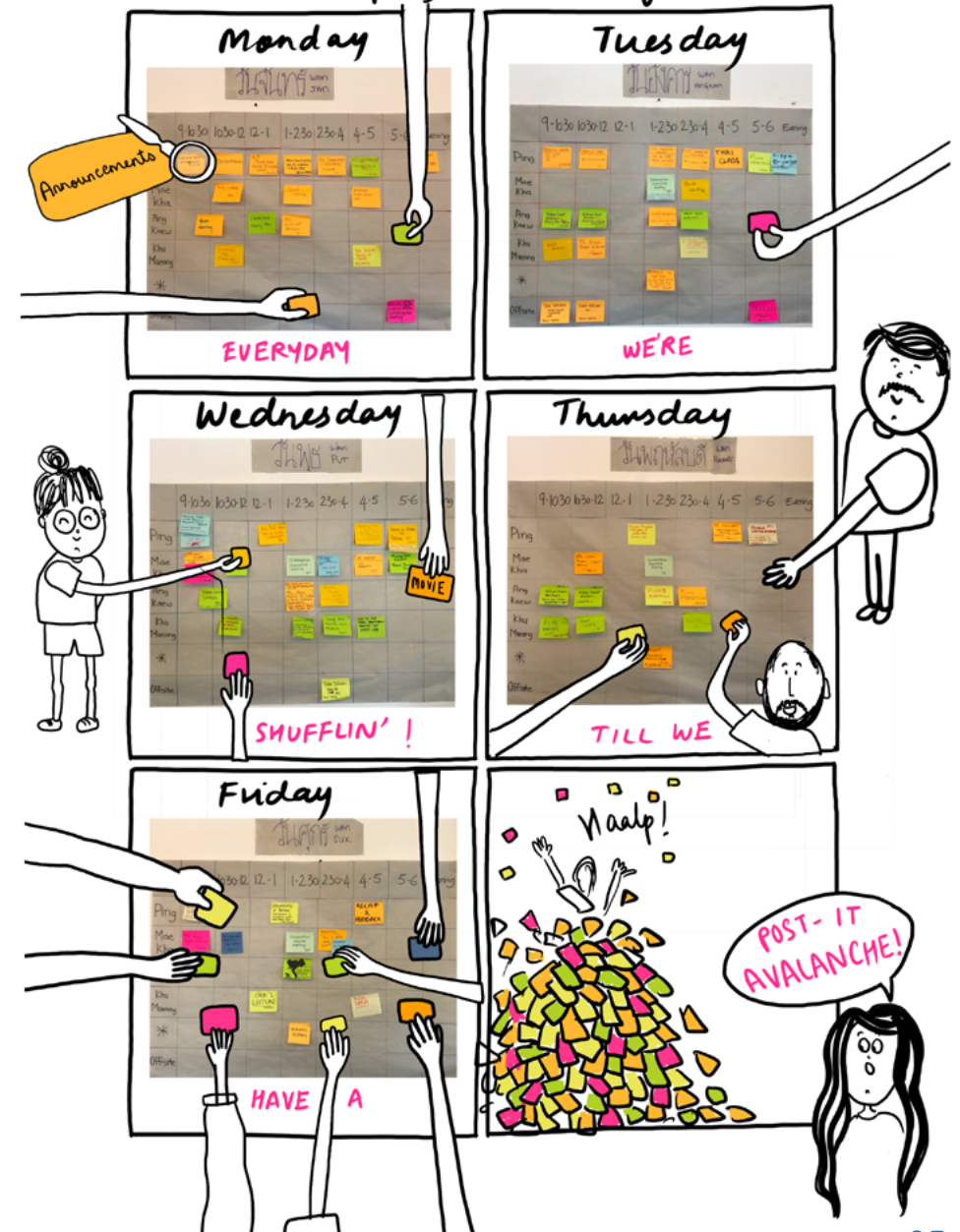
2 Weekly orientation session

This session is an opportunity to cover topics such as:
- Introductions
- Orientation to the space
- Weekly schedule
- Code of Conduct (see templates section)
- Waiver
- Introduction to open space and how the Field Lab works
- Hopes and expectations exercise (see templates section)

3 The board and planning the day

Arguably the most important tool of the Field Lab is "the board" which is used to plan the week's schedule. Each day of the week has a separate board and is divided grid-wise with each of the major rooms and working areas along one axis, and time slots along the other. The time slots can vary, 1.5 hours worked well for sessions at the Chiang Mai Field Lab. Participants use sticky-notes to post session topics on the board, using placement of the note to indicate a location and time. This is the main way that participants drive the agenda, so it is important to encourage them to use this board. The physical format of the board and the use of sticky notes allow for quick reorganization to accommodate changing goals. Placing the board somewhere central and accessible, such as the main room, conveniently provides one place where participants can see everything that is happening for the week. If the board is located in a room that will be used during sessions, posting photos on the online space throughout the day can help everyone stay up to date with any changes.

4 Other tools

Create an **open mic section** on one of the walls in the main room to provide a place for participants to post sticky notes with calls for project assistance, field trip ideas, or other requests and suggestions.

As part of the orientation sessions, set up a **photo wall** or "**analog facebook**" where each participant has a polaroid photo and a short bio. This helps the attendees connect with each other more rapidly as new arrivals join each week.

Create a space for a **resource library** where participants can share books related to the Field Lab theme, art, design, local history, and other relevant topics as well as sticky-notes, markers, scissors, tape, and other materials.
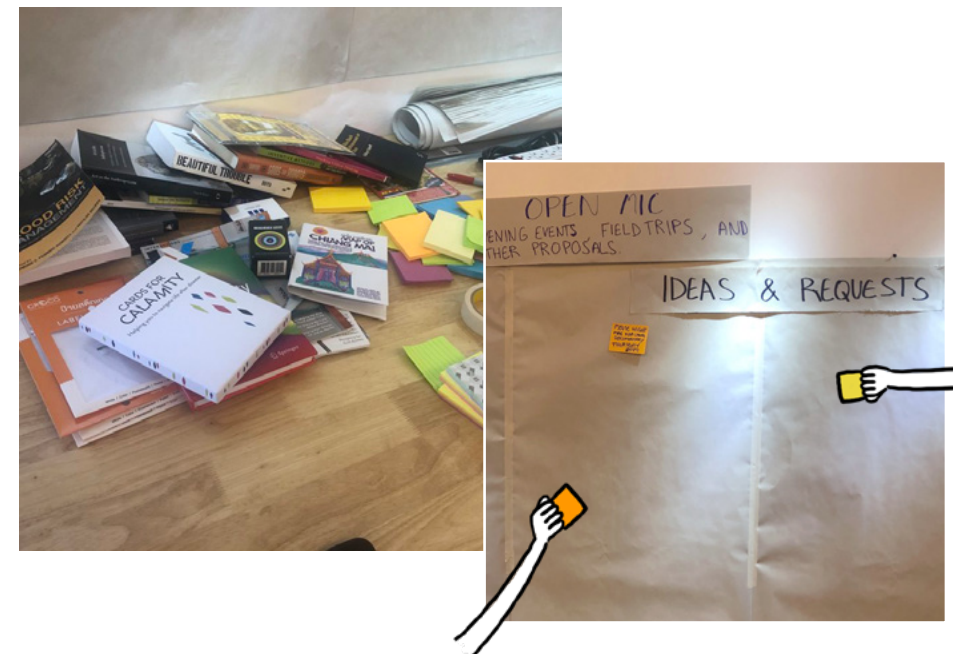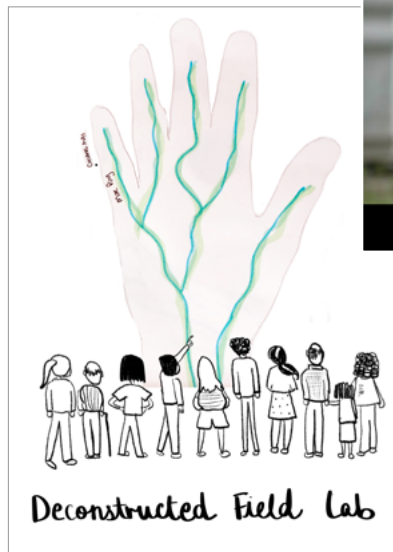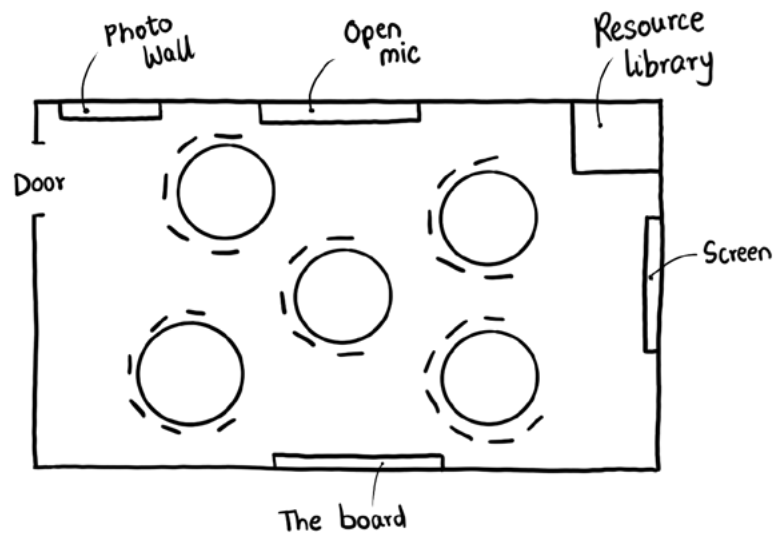
ⓘ **A number of participants were involved in an initial documentation planning session where they decided how they would document the Field Lab, divided into teams and delegated tasks. Examples of the different teams include the website team, the zine team and a team that conducted video recorded exit interviews before participants left the Field Lab.**

⑤ Notes on technology for collaborative work

Communication. Use the online space that was created in the lead up to the Field Lab during the event to communicate directly with participants. For example, posting photos of the board throughout the day is helpful so participants can see new sessions or changes to locations without needing to visit the board. Social media channels are another way to communicate with both the participants and more broadly about the event. Create a hashtag at the beginning of the event to help others follow along.

Creating work products. Collaborative tools such as Google docs and Github repositories allow participants to work together in real time. Provide suggestions of tools to use at the beginning to help get participants working faster.

Sharing references and datasets. Set up shared online storage drives and suggest conventions for sharing material to provide a framework for organizing what will hopefully become a large resource of information. A dedicated platform for managing geospatial content, such as GeoNode, may be more user friendly for geospatial datasets. A Mendeley group can be useful for gathering relevant academic literature.

⑥ Documentation

Think through how you might want to share the outputs of the Field Lab with the broader community (and the world) afterwards and start working on this during the event. Organize a work session to discuss this, identify teams and tasks at the start of the event. For example, a team may want to develop a website to house all this information as one of their projects. The presentations from each working group during the weekly feedback sessions are one way to document the work being undertaken.
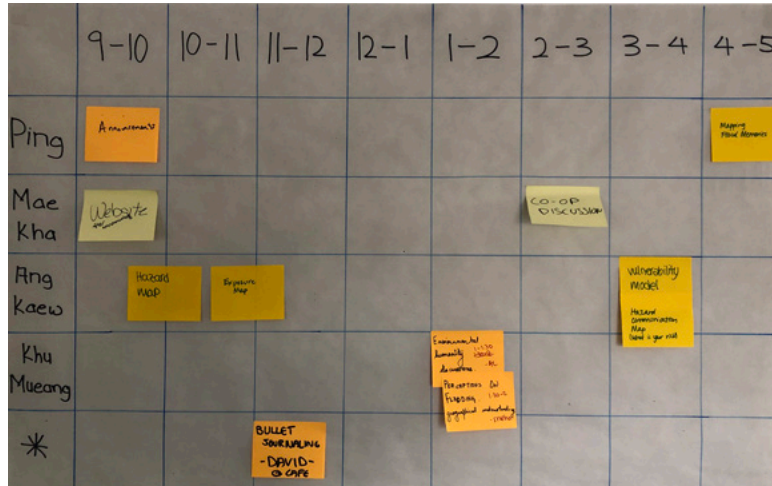
7 **Notes on encouraging self-organization**

For some participants the freeform nature of the Field Lab will be challenging, influenced by factors such as a participant's personality, cultural background, experience level and previous experience with open space events. Organizers can help these participants find their place by doing one-on-one check ins and identifying discrete tasks where they can plug in.

8 **Notes on encouraging interdisciplinarity**

There will likely be an element of self selection where groups of participants from similar backgrounds will be drawn to the same projects. The benefit of a longer event is that it seems to provide participants with the time to branch out and work on projects that are outside the normal area of expertise. One possible way to encourage this is to assign participants to teams oriented around challenges that require interdisciplinary collaboration.

9 **Notes on managing the diversity of participants' backgrounds and experiences**

Establish clear expectations at the beginning of the Field Lab around the environment, values, and acceptable behavior for all who participate in the Field Lab to help ensure that all participants have a positive experience, free from discrimination or harassment. Provide all participants with a copy of the Code of Conduct at the beginning of the event and ask them to sign onto this prior to their participation. See the example Code of Conduct in templates section.

POST FIELD LAB

After the Field Lab is over the hope is that relationships and collaborations formed during the event will continue, projects will be completed, and new efforts will be born.

ⓘ **What has happened since the first Field Lab? A number of collaborations have continued since June 2019. Examples include finalizing the event website, publishing a journal paper which was started during the Field Lab, submitting a talk to a conference on decolonizing disaster studies, a new project on ethical machine learning, participants visiting and presenting at each other's organizations, and sharing conference and funding opportunities via slack.**
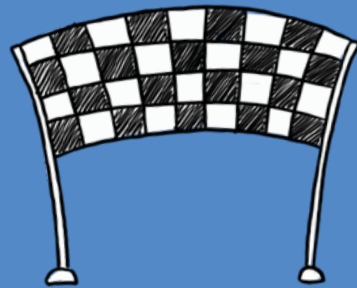
A few recommended close out tasks include:

Solicit feedback from participants

Paper surveys can be handed out during the last session of the Field Lab, or an online feedback survey can be shared in the week following. This could be followed up with one-on-one interviews with selected participants if more feedback is helpful. This information will help inform future Field Labs. See templates section for an example exit survey.

Finalize documentation of Field Lab outputs and share widely

Depending on the level of documentation completed during the Field Lab, it could be a significant task to compile and share this information. Set aside some funding to complete this task.

Keep communication channels used during the Field Lab open

Continue to share work and opportunities there.

Find ways to support post-event coordination and collaboration

Some ideas include supporting applications for funding or looking for funding opportunities to continue work on projects started during the Field Lab, connecting participants with relevant contacts to support ongoing work, and sharing news of ongoing collaborations with broader networks.

UR Field Lab
Urban Flooding | Chiang Mai June '19

Understanding Risk Field Lab on urban flooding: Chiang Mai 2019

Over 100 outputs were produced during the first Field Lab held in Chiang Mai in 2019. Some examples are shown here, for further information see urfieldlab.com/outputs.

Art and science workshop

During June 24-28, the Chiang Mai Urban Flooding Field Lab held a collaborative arts workshop on the theme "Living with Water." The workshop brought together twelve artists, designers, ethnographers, and scientists to work on arts projects that explore the many ways in which life in Chiang Mai is shaped by water. It was facilitated by Purin Phanichphant, UC Berkeley professor and Chiang Mai native. The workshop culminated in a group exhibit titled "Living with Water," held at Weave Artisan Society with the opening on June 28th.

↦ What Comes After
by Jevon Chandra, Kei Franklin, and Jungsuh Sue Lim

What Comes After is a multi-sensory participatory performance that immerses the audience in the tumult of a flood. Blending elements of myth with recounted memories, What Comes After is an opportunity to consider the myriad ways a community might experience and understand a flood, as well as the possibilities for rebuilding.

↦ Floats of Value
by Jungsuh Sue Lim

What do you value the most? What are your priorities? By writing down the top three things to take on the boat, we share what we value in times of disaster and emergency. In 2014, more than 300 passengers perished in the South Korean Sewol ferry disaster due to lack of disaster management on the crew, the business, and the Government levels. After witnessing this disaster, Sue questioned what we should prioritize in our lives as to not to lose our loved ones again. She borrowed the gesture of Loi Krathong to respect the water spirits that we could have saved, and to reflect back on the actions we've taken. She also used the color yellow in reference to the yellow ribbon that became a symbol of hope (to find the corpse) and as a remembrance to those that have lost their lives in the Sewol ferry disaster.

### ↦ On the Wall
by Al Lim

On the Wall captures the flood memories and its ongoing consequences for Nong Hoi residents from the 2011 floods through photographs and poems. The photographs are composite images of two locals' flood responses and the poems emerged from interviews with Nong Hoi locals, the artist's interpolation, and Purin's design thinking process.

↦ **We Become What We Worship**
by Sneha Malani

Water is sacred. Water is a commodity.

Religious traditions have long utilized water in their rituals from the washing of oneself before daily prayers; pilgrimages to sacred rivers like the Indian Ganges; the baptism and admission of a soul into a religious sect. However, increased privatization has led to inequitable distribution of water and large dependence on plastic. The artist questions how easy it has become to quench our thirst by buying a plastic bottle of water. Is the water in the bottle still sacred?
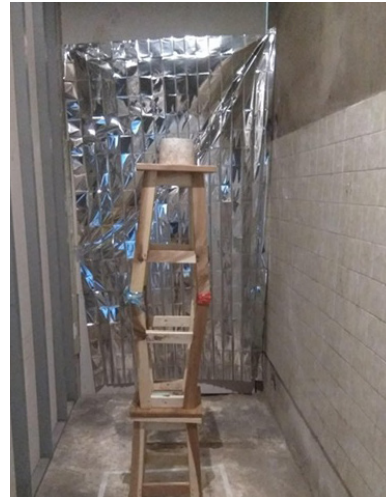
Flood sensor prototyping

Led by: Paskorn Champrasert, Autanan Wannachai, David Lallemant, Giuseppe Molinario, Thanasit Promping

A new flood-sensor prototype design was developed with Prof. Paskorn, Autanan and the OASIS lab of Chiang Mai University. Prof. Paskorn shared with participants the complexity of operational flash-flood early warning systems. The group focused on improving the current system by adding additional optical sensors to increase reliability of the early-warning system and also explored filters and machine learning methods to better understand the relationship between water level increases upstream and flooding downstream. The prototyping workshop was followed by a feasibility testing and information gathering in the field, focusing on the Mae Chan community near Chiang Rai.

User centered design: SEADRIF platform

By: Robert Soden, Le Kim Nguyen, Carmen Acosta, Xavier Venn A. Asuncion, Feroz Khan, Karen Barns, Lim Tian Ning, Tiaravanni Hermawan

During last week of the Field Lab, the user-centered design team conducted design research in order to build a prototype website for the SEADRIF platform. The SEADRIF — Southeast Asia Disaster Risk Insurance Facility — is a regional platform that provides participating nations with advisory and financial services to increase preparedness, resilience and cooperation in response to climate and disaster risks. The design research methods used included heuristic evaluation, competitor analysis, in-depth user interviews, low-fidelity prototype development and testing and rapid ideation.
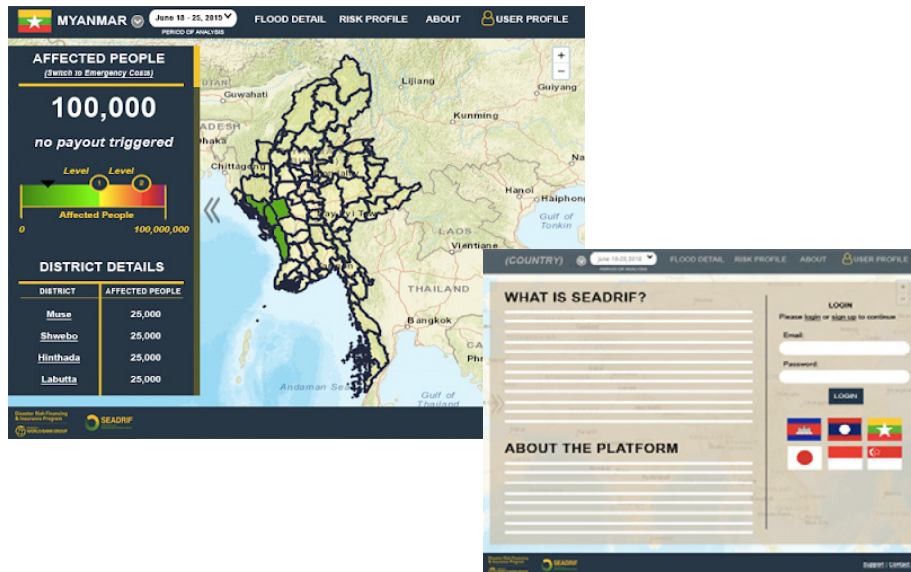
Flying drones to create GIS data

By: Sasanka Madawalagama, Chathumal Weththasinghe, Giuseppe Molinario, Wahaj Habib

Drone maps, digital terrain models, and digital surface models were produced from the drone-collected data during the lab. These GIS products have been uploaded to OpenAerialMap (OAM), a host for open source GIS products.

Oral histories of flooding in Chiang Mai

By: Feroz Khan, Robert Soden, Jeff Moynihan

Over the month, participants worked to film and conduct interviews with flood-affected residents of Chiang Mai to provide a space for them to tell their stories. These interviews ranged from hour-long oral history interviews mapping the life courses of flood-affected residents to video interviews filmed on-site with residents describing the process of recovery. In particular, the neighborhood of Nong Hoi was focused on, thanks to the partnership with the Foundation for Older Persons' Development (FOPDEV). This in turn was translated into process maps, visual reports and participatory maps.

Personas for understanding perceptions of risk

Personas are fictional characters developed from real-world experiences to help designers identify, understand, and empathise with project stakeholders whose challenges and priorities need to be ordered and reconciled. An introductory workshop on how to create and use personas was led by Pamela Cajilig, David Garcia, and Robert Soden in week 2 of the Field Lab. Inspired by these discussions Lim Tian Ning and Pamela Cajilig, with the help of Rachel Siao designed a deck of persona cards. The aim of these cards is to help users understand the complexities of urban flooding.

TEMPLATES

These templates are provided as a guide and may need to be modified for your Field Lab.

- Planning Checklist
- Application form
- RSVP form
- Hopes and expectations exercise
- Exit survey
- Code of Conduct

Field Lab

Organization:
To-Do List

Planning Checklist

9-12 months before:
- ☐ Create the organizing team
- ☐ Decide on theme, place and dates
- ☐ Start fundraising
- ☐ Book the venue
- ☐ Set up an online presence

6-9 months before:
- ☐ Announce the event and start advertising
- ☐ Start building local partnerships

5-6 months before:
- ☐ Begin recruiting participants and start taking applications
- ☐ Develop initial working groups and identify working group leads
- ☐ Invite speakers
- ☐ Hire a local event organizer

3-4 months before:
- ☐ Notify accepted participants
- ☐ Develop schedule framework
- ☐ Make travel arrangements

2-3 months before:
- ☐ Create online platform for discussion
- ☐ Start engaging with participants

1-2 months before:
- ☐ Plan closing celebration and side events
- ☐ Organize catering and other daily logistics

1-4 weeks before:
- ☐ Prepare orientation materials
- ☐ Coordinate with session leads to organize required resources

Notes:

_____

_____

_____

_____

Field Lab

Application form

Name: _____   Email: _____

Affiliation: _____

How did you hear about the event:
_____

Do you consider yourself more of a ☐ artist ☐ scientist ☐ practitioner ☐ other

Tell us about your work and/or experience in this field:

What about this event inspires or compels you to apply?

What interests you about collaboration across disciplines? What do you think you could bring to a collaborative group?

You will be working in a small collaborative group and therefore attendance is critical. Do you agree to attend the Field Lab for at least [insert minimum timeframe]?
☐ yes ☐ no

Tentatively, what dates would you be interested to attend?

Which projects are you most interested in contributing to? *[If initial projects or working groups have already be identified]*

If you would like to propose a new project, please describe it here.

We plan to film the event, document the process, and display the projects produced. Do you agree to be filmed (possibly interviewed) and have your pieces displayed?
☐ yes
☐ no

Any suggestions for the organizers? (Logistics, facilitation, materials/equipment you would like to have available?)

Field Lab

RSVP form

Name: [ ] Email: [ ]

Affiliation: [ ]

Are you a ☐ scholarship recipient ☐ student ☐ session lead ☐ other _____

Please indicate which working group(s) you plan to join. This will not preclude you from participating in emergent projects, but will help us with the planning. (List working groups by week)

[ ]

Start date (first day of participation): [ ]   End date (last day of participation): [ ]

Please provide a short bio (2-3 sentences about your background and plans for the event):

Is there anything you would like to tell the organizers?

[ ]   [ ]

Do you have any dietary restrictions? ☐ yes ☐ no

[ ]

Field Lab

Hopes and expectations exercise

Form a group of 4-5 people with people sitting nearby

Nominate 1 reporter for each group

Going around your group, allow each person a few minutes to talk about why they decided to join the Field Lab and what they hope to gain out of their experience.

The reporter will take notes.

After 15 minutes we will reconvene and the reporter will share the highlights of their group's conversation with everyone else.

Download A4 version at www.financialprotectionforum.org/fieldlab

Field Lab

Exit survey

Name (optional):

On a scale of 1-5, where 5 is the most positive, how would you rate your overall experience with the Field Lab?

negative < ☐ ☐ ☐ ☐ ☐ > positive
                1   2   3   4   5

Which weeks/working groups did you participate in?

What were your personal goals for the event?

Which aspect of the event did you like the most?

Which aspect of the event did you find the least interesting, or prevented you from accomplishing your goals?

What are the main lessons you'll bring back home?

Do you plan to continue to collaborate with people you met? In what ways?

Do you have any feedback or suggestions for the organizers on how we could have better supported you to accomplish your goals?

Any other thoughts or comments you would like to share about the event?

⬇ Download A4 version at www.financialprotectionforum.org/fieldlab

Field Lab

Code of Conduct

We are committed to providing a friendly, safe and welcoming environment for all, regardless of gender, sexual orientation, ability, ethnicity, socioeconomic status and religion (or lack thereof).

This Code of Conduct outlines our expectations for all those who participate in our community. We invite all participants in our community to help us create safe and positive experiences for everyone.

Open [source/culture/tech] citizenship

A supplemental goal of this Code of Conduct is to increase open [source/culture/tech] citizenship by encouraging participants to recognize and strengthen the relationships between our actions and their effects on our community.

Communities mirror the societies in which they exist and positive action is essential to counteract the many forms of inequality and abuses of power that exist in society.

If you see someone who is making an extra effort to ensure our community is welcoming, friendly, and encourages all participants to contribute to the fullest extent, we want to know.

Expected Behavior

- Be mindful of the different backgrounds, cultures, experiences, motivations that each of us bring.
- Participate in an authentic and active way. In doing so, you contribute to the health and longevity of this community.
- Exercise consideration and respect in your speech and actions.
- Attempt collaboration before conflict.
- Refrain from demeaning, discriminatory, or harassing behavior and speech.
- Be mindful of your surroundings and of your fellow participants. Alert community leaders if you notice a dangerous situation, someone in distress, or violations of this Code of Conduct, even if they seem inconsequential.
- Be mindful of the potential biases, inequalities and ethical implications of your work and research, including the use of technology developed, the processes of research, collaboration with others and potential power dynamics at play, etc.

Unacceptable behavior

Unacceptable behaviors include: intimidating, harassing, abusive, discriminatory, derogatory or demeaning speech or actions by any participant in our community online, at all related events and in one-on-one communications carried out in the context of our group activities or research.

Harassment includes:

- harmful or prejudicial verbal or written comments related to gender, trans status, sexual orientation, physical appearance, body size, technical choices, lack of technical knowledge, ability, ethnicity, socio-economic status, religion (or lack thereof) and other personal conditions and choices
- trolling, i.e. sustained disruption of conversations, talks or other events
- nonconsensual photography or recording
- inappropriate use of nudity and/or sexual images in public spaces (including presentation slides)
- deliberate intimidation, stalking or following
- non-consensual physical contact
- unwelcome sexual attention
- microaggressions, i.e. small, subtle, often subconscious actions that marginalize people from oppressed groups
- minimizing other people's experiences

Consequence for violation of the Code of Conduct

Unacceptable behavior from any community member, including sponsors and those with decision-making authority, will not be tolerated. Anyone asked to stop unacceptable behavior is expected to comply immediately.

If a community member engages in unacceptable behavior, the community organizers may take any action they deem appropriate, up to and including a temporary ban or permanent expulsion from the community without warning (and without refund in the case of a paid event).

If you witness or are subject to unacceptable behavior If you are subject to or witness unacceptable behavior, feel someone is being treated disrespectfully, or have any other concerns, point out the problem to any member you feel comfortable talking to as soon as possible and / or notify someone from the organizing team at [insert contact info].

This Code of Conduct is based on the QueerCode, distributed under a Creative Commons Attribution-ShareAlike license and the Berlin Code of Conduct, which is distributed under the same license.

Notes

The Understanding Risk Field Lab on Urban Flooding,
held in Chiang Mai in 2019, was organized by:

CO - RISK
—LABS—

With support from:

Disaster Risk Financing
& Insurance Program

SUPPORTED BY
WORLD BANK GROUP

Humanitarian
OpenStreetMap
Team

GFDRR
Global Facility for Disaster Reduction and Recovery

WORLD BANK GROUP

EARTH
OBSERVATORY
OF SINGAPORE

NANYANG
TECHNOLOGICAL
UNIVERSITY
SINGAPORE

NATIONAL RESEARCH FOUNDATION
PRIME MINISTER'S OFFICE
SINGAPORE

natural
capital
PROJECT

ARUP

CMU
SCHOOL OF PUBLIC POLICY