



**EuroHPC**  
Joint Undertaking

# GUIDELINES

for the organisation of events dedicated to  
Training and community engagement  
within the HPC Ecosystem (WP5)

## Document information

Project: MAX - Materials Design at the Exascale (GA 101093374)  
Work Package: WP5 Training and community engagement within the HPC Ecosystem  
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## Introduction

MAX training activities provide domain-specific training and education in computational materials science to end-users, as well as software developers in electronic structure and materials science methods and codes. The formats include schools and training workshops, hackathons and coding days/weeks, and training through research in MAX labs.

Here below, guidelines for activities promoted by MAX drafted by the Work package 5 (Training & community engagement within the HPC ecosystem in HPC) leader Daniele Varsano and his team at Cnr (Maria Bartolacelli, Susanna Cavicchioli, and Luisa Neri) are provided.

These are meant to harmonise the MAX offer and to fulfil the EC recommendations received after the previous MAX evaluations, to help the organisers in the promotion and communication campaigns, to monitor the training activities and to allow all the partners to correctly report their training activities in the due deliverables.

## The WP5 training team

The WP5 training team is set in Cnr, Modena Italy, and is composed of Daniele Varsano, WP5 leader, Maria Bartolacelli, Susanna Cavicchioli, and Luisa Neri.

All members can be reached at their personal address ([name.surname@max-centre.eu](mailto:email@max-centre.eu)) and preferably at the **team email address** [training@max-centre.eu](mailto:training@max-centre.eu)

The training team collaborates for the training activities with the

- WP6 Communication team (Àlex Argemí, WP6 leader, Virginia Greco, Dámaso Torres, ICN2)

E-mail: [communication@max-centre.eu](mailto:communication@max-centre.eu)

- WP7 Management team (Luisa Neri, WP7 leader, Maria Bartolacelli, Susanna Cavicchioli, et al. CNR)

E-mail: [management@max-centre.eu](mailto:management@max-centre.eu)

## 1. Internal Communication

In the following, the guidelines for the steps to follow in order to organize a training event that is compliant with MAX standards.

First of all, when they plan to organize a MAX school, the partners need to contact the WP5 leader Daniele Varsano and discuss with him the feasibility of the event.

Second, the partners are invited to list the event in the TRAINING sheet of the workbook titled [“Complete list of MaX events”](#) hosted in the MAX Repository (MAX 2023-2026/ Repository MAX 2023-2026/ 3.MAX events). The details required are useful to keep track of the event, to monitor the ongoing or planned activities, to trigger the related communication actions (in connection with WPs 6&7).

*Some tips/suggestions/requirements to keep in mind when organising a training event:*

- *Promotion of Gender balance is mandatory both within the speakers’ panel (monogender panels should be absolutely avoided) and within the audience. A particular attention has to be paid to attract young researchers and female researchers.*
- *Fulfilment of Privacy policy: a template (to be adapted/modified/completed for each training event) for the privacy policy related to data, photos, videos, recordings is available at this [link](#). Each node will act as data manager for its events.*
- *The [MAX logo](#) needs to be inserted in the promotional material (website, social communication, etc...). Any communication activities should be communicated to WP6 staff.*
- *The complete list of the MAX training events is available: on [MAX website](#) and on [HPC Training Portal](#).*

## 2. Communication

Organisation of events, or contributions of MAX members to training events, must be communicated to the WP leader (Daniele Varsano [training@max-centre.eu](mailto:training@max-centre.eu)), to the management team ([management@max-centre.eu](mailto:management@max-centre.eu)) and to the communication staff ([communication@max-centre.eu](mailto:communication@max-centre.eu)) in due advance in order to be properly advertised and communicated via the CoE communication channels. WP6 “Communication, exploitation, and dissemination” is in charge of creating banners for social media and websites for each training event.

The organizers shall plan with the Communication team a proper coverage of the online event, by providing the name of a contact person that can send pictures and info from the live event. These materials will be used for social media covering from the MAX channels.

### 3. Registration and feedback forms

#### 3.1 Registration form - statistics

It is important to include in the registration form some fields that allow to collect data on

- Nationality
- Qualification (role)
- Gender
- Affiliation
- Provenance: academia/industry (if industry: sector)

fundamental for a proper evaluation of the training impact, especially with regards to audience, inclusivity, ecosystem. These will be used to improve the training offer and promote policies to respond to flaws and shortcomings.

The organizer is required to provide the aggregate data to the WP5 team, who will include it in the reports.

#### 3.2 Feedback form

For each event, it is mandatory to administer a feedback questionnaire (anonymous evaluation and satisfaction questionnaire) to the event attendees.

Please check a draft of the feedback form [here](#), in which suggested questions are presented. These are all important in order to collect feedback useful to improve events, and to report our overall activity. Moreover, in the draft form two compulsory questions are reported, that must be present in any form:

<p>it is very important to have a rate between 1 to 5 in evaluation, so to make it possible to compare all different training events and calculate a final average satisfaction rate. So, however you change this question, keep a 1-5 evaluation scale)</p>					
<p><b>Question nr. 8</b> (choose an option on a scale 1 to 5, being 1 very unlikely - 5 very likely)</p> <p>How likely are you to recommend this tutorial / school to a colleague?</p>	1	2	3	4	5
<p><b>Question nr. 11</b> Open answer</p> <p>Any further comments (quality of the school, overall organization, suggestions on format, length, topics, on the code itself, ...)</p>					<p>important for open feedback and improvement</p>

In case the organising institution prefers to use its own registration/feedback forms, the event organizer must collect and deliver all MAX required data, even if via additional forms.

At the end of the event, the documents as of this paragraph (participant details and evaluation feedback) need to be sent within two weeks to the WP 5 and management teams, who will upload the data in a [dedicated spreadsheet](#).

#### **4. Interaction and synergy with other CoEs, NCCs, and EU infrastructures**

One of the key issues of the EuroHPC call is to foster collaborations, interactions, and synergy with other CoEs, National Competence Centres (NCCs), or EU initiatives. MAX will facilitate collaboration with other CoEs and NCCs, organise joint events, and define common strategies for the long term availability of the produced training materials.

It is important that partners who are invited to (training) events within this ecosystem (NCCs and CoEs) notify this to the WP5 leader, in order to organize a proper participation and to keep track of such activities. These efforts will be collected in deliverables on Collaboration, in charge of WP7.

All different steps presented above are to be followed for these events, with a special attention to highlight the collaboration.

#### **5. User focus groups**

Being MAX a user-driven CoE, the training events are an opportunity to collect input from the users. When applicable (e.g., training on the use of flagship codes in HPC environments), it is recommended to include user focus group sessions in the programme of the schools. These are meant to collect specific user needs and advise the attendees for the best use of the codes related to their specific research projects. If this happens, a short report is to be provided, including information on attendance and the topics and questions emerged from discussion.

#### **6. Industrial participation involvement**

It might be a point of interest to promote industrial participation in training events, to have a different audience, and to open the way to industrial collaborations and transfer of knowledge. “Industrial” here is intended as non-academic (from ISVs to SMEs to industries).

This can be done in several ways, e.g.

- Inviting independent software vendors to hackathons and coding weeks

- Inviting researchers or users from industries that work with partners
- Sharing the information about upcoming events to industrial addressees (e.g, via social media of fairs or congresses)
- Designing training-in-lab programmes for industrial researcher

Data on industrial participation need to be collected according to Paragraph 3.

## 7. Participations from countries outside the consortium countries

It is highly recommended to involve attendees from countries outside the Consortium, especially those that are weaker in the knowledge of HPC and MAX codes.

Data on geographic participation need to be collected according to Paragraph 3.

## 8. Hosting researchers in CoE labs

One feature of MAX training offer is “Training through research” in MAX labs. Partners host academic and industrial researchers to train them in MAX labs on MAX flagship codes.

The host has to notify the WP5 leader with details on the trainee and the visit (personal details, affiliation, dates of training, duration of the visit, purpose/topic of the visit, etc.) and the main information of the visit should be added to the file [“Visiting researchers @ MaX”](#) available in the Google Drive: MAX 2023-2026/Repository/2. Continuous Reporting/Visiting researchers @ MAX.

A communication campaign (social media posts on MAX pages) can be planned with the Communication team to present the trainee (if they agree of course).

To support visiting scientists, the possibility to benefit from the interaction with EuroHPC Professional Traineeships program funded by Digital Europe Programme will be explored.

## 9. Making training material available online

Training material, e.g. tutorials, have to be made available online to widen the attendance of users to training. Therefore, recording and making available the lectures is requested.

After the event, the organizing partner shares the educational materials with the WP5 team. The recordings are either uploaded in the website training section

(<http://www.max-centre.eu/training-materials>), in the MAX YouTube channel, and/or in other training platforms such as the Lhumos repository.

It is very important to inform all attending people (lecturers, students, etc) that videos are being recorded and to obtain their consent to appear (if it happens).

#### **10. Use of the Quantum Mobile other scalable tools (suggested)**

The use of the Quantum Mobile virtual machine, container technology, or cloud platform is strongly encouraged in tutorial and hands-on sessions, it is suggested and should become the standard in the near future. This will allow avoiding the need of pre installation of softwares in the users' machines and have the training materials in place.

## Annex 1. Checklist for Training Event Organisation

### Before the event

- Define the *target audience, the format, the dates, the venue* in agreement with the WP5 Leader Daniele Varsano
- Define *gender balance strategies* and promote the attendance of young researchers and female researchers
- Get in touch with *the management team and the communication team* and define a common strategy for the communication of the event. A new MAX graphic template for schools is available, it is suitable for MaX website and social channels, MAX mailing lists, etc... and the HPC ecosystem channels (HPC Training Portal).
- Create a *web page for the event*, insert all the required *logos* (don't forget MAX logo) and promote the event.
- Prepare a *dedicated feedback form* using the [MAX template](#)
- Define which data are important to collect for statistics during the event
- Collect data for statistics (using a detailed registration form)*
  - Nationality
  - Qualification (role)
  - Gender
  - Affiliation
  - Provenance: academia/industry
    - If industry: what sector

### During the event

- Participants list* to be signed during the event.
- Send pictures* and info to the communication team: they will post “live” some pictures and give visibility to the event topics, results, sessions. Pictures of the hands-on activities are of interest, too.
- Please, try to get a *group photo* with speakers, organisers, and students. This is the most important picture, which we can also use for the news piece.

- Submit the feedback form and aggregate the personal data (see 3.1).* Please send the results to the WP5 team and upload all the info to the folder "[WP 6: Communication, exploitation, and dissemination](#)" inside the dedicated folder (one for each training event).

### After the event

- Send the *certificate of attendance* to the participants: a template is available at this [link](#).
- Help the communication team to *produce a short news piece for the web of MAX*. The news piece will be based on the information available in the description of the training. Thus, if you like something to be highlighted or if you have some relevant details, figures (about participants or other) and/or some prizes, share this information with the communication team.
- Make training material available online*. Send the management/training team the training material, it will be uploaded in the MAX website training section (<http://www.max-centre.eu/training-materials>), made available in the MAX YouTube channel, and in other portals.
- Fill in the statistics file "[training stats MaX3](#)".

... > 6. MaX WPs > WP 5: Training & commu..

File type ▾ People ▾ Last modified ▾ ([Send feedback to Goo](#)

Name ↑

1. QE SCHOOL "Quantum Espresso targeting accelerator" Februar...
2. FLEUR SCHHOL "All electron DFT with FLEUR" May 2023
3. YAMBO SCHOOL "Ab initio many-body perturbation theory: fro...
4. QE SCHOOL "Advanced Quantum ESPRESSO school: Hubbard a...
5. SIESTA SCHOOL "First step with siesta from zero to hero" Octob...

**Annex 2. Feedback Form Template**

Questions can be changed, those in red are compulsory					
<b>Question n. 1</b>	Options				
<b>I am:</b>	Post-doc/Researcher				
	Master/PhD Student				
	Other				
<b>Question n. 2</b>	Options				
<b>I was attending:</b>	In presence				
	From remote				
<b>Question n. 3</b>	(choose one option for row)				
<b>Course Content</b>	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
Learning objectives were clear					
The course content was satisfying					
I learnt what I had expected from the course					
There was a good balance between theoretical lectures and hands-on sessions					
<b>Question nr. 4</b>	(choose one option for row)				
<b>Please rate the lectures</b>	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
The lectures were of high quality					
The lectures were easy to follow					

Question nr. 5		(choose one option for row)			
Please rate the Hands-on sessions	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
The Hands-on sessions were useful					
The Hands-on sessions were easy to follow					
Question nr. 6		(choose one option for row)			
Skill and responsiveness of the instructors	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
Instructors were knowledgeable and prepared					
Instructors were available and helpful					
Instructors stimulated participants' interest					
Question nr. 7		(put the name of the code - choose one option for row)			
The xy code	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
<i>Code name</i> is simple to use					
<i>Code name</i> is a powerful tool for computational scientist					
<i>Code name</i> can help me for my research					
Question nr. 8		(choose an option on a scale 1 to 5, being 1 very unlikely - 5 very likely)			
How likely are you to recommend this tutorial / school to a colleague?	1	2	3	4	5
Note: it is very important to have a rate between 1 to 5 in evaluation, so to make it possible to compare all different training events and calculate a final average satisfaction rate. So, however you change this question, keep a 1-5 evaluation scale)					



<b>Question nr. 9</b>	Open answer				
What aspects of this course were most useful or valuable?					
<b>Question nr. 10</b>	Open answer				
How would you improve this course?					
<b>Question nr. 11</b>	Open answer				
<b>Any further comments (quality of the school, overall organization, suggestions on format, length, topics, on the code itself, ...)</b>					
Note: important for open feedback and improvement					