

Organise a CyberCleanUp

In face-to-face

With regard to the following points, make sure that you always respect the barrier gestures that have been put in place.

1. Send out invitations

- **List the participants** to be invited and get their **email** addresses if you do not already have them.
- Choose with them the **best time slot** to carry out your Cyber CleanUp (for the date it is easy: **19 March 2022 or from 14 March** if necessary). If you don't have access to their availability, just choose the slot that suits you best!
- Make sure you have a **room** or **drop-off point** to meet in the chosen slot and/or ensure the processing of the collected equipment.
- Formally **send the invitation** by email in order to block everyone's diaries. Don't forget to precise **the place** of the CyberCleanUp. Why not take the opportunity to give them some information already? The links to the awareness-raising resources on the www.cyberworldcleanupday.fr website for example, or what they should bring for the day.

2. Prepare for the meeting

- Before the big day, if you wish, prepare your **agenda** and/or a **document** to be projected. There are many resources available on the site, use them as inspiration! You can also make it very simple and informal depending on your context.
- **Book a room** !

3. The day before

- Send a **reminder mail** to participants: agenda, date, time, place.

4. The day of the event

- **Arrive** a few minutes before the meeting starts to prepare (open the documents you want to project for example)
- **Welcome** participants as they arrive
- **Introduce** the purpose of the CyberCleanUp and the documents you have prepared, if any.
- **Explain how** you will **measure** the impact of the operation:
 - For "Data CleanUp" CyberCleanUp, this can be a simple **temporary folder** named "CyberCleanUp" into which the documents to be deleted will be dragged.
 - For the CyberCleanUp "Give a second life to our digital equipment", this can be a scale made available before dropping off your equipment.



- In any case, you can refer to **the guides** on the site for other ways of measuring data.
- **Start the CyberCleanUp** and start deleting your data all together or offer a second life to our equipment by video during the chosen time slot. This will help to maintain mutual support, conviviality and facilitate the collection of individual reports at the end of the session.
 - Note: You can also opt to work individually on your own post meeting with a second closing video meeting to measure the deleted data.
- **Engage in discussion** and encourage participants to share good practice
- **Measure** the number and weight of data deleted or equipment collected
- **Congratulate** your participants and share a moment of conviviality if possible

5. After the big day

- **Compile** the data reported by each of your participants and fill in the **dedicated form** with the total for your data to be counted at national level.



Thanks to the contributors

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Do you have a question or an idea to improve this guide? Do not hesitate to contact us at the following address: contact@cyberworldcleanupday.fr

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