
Python Ireland Documentation

Release 1.0

Vicky Twomey-Lee

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Contents

1	History	3
2	Committee	5
2.1	April 2015 - Current	5
2.2	Previous Committee Members	5
2.3	Previous Committee Members	6
2.4	Constitution	7
3	Meetups & PR	9
3.1	Locations	10
3.2	Checklist	11
3.3	Post-Meetup	11
3.4	Other events	11
3.5	Funding	12
4	Events	13
4.1	Locations	13
5	Funding	15
5.1	[For PyIE Organisers] Getting funding and sponsorship	15
5.2	[For non-PyIE Organisers] Requests for funding	16
6	Diversity in Python Ireland	17
6.1	Code of Conduct	17
6.2	Handling Harassment	18
6.3	Other Information	21
7	Media	23
7.1	Videos	23
7.2	Photos	23
7.3	Presentation slides	23
8	PyCon Ireland	25
8.1	PyConIE Committee	25
8.2	Choosing a date	26
8.3	PyConIE Content	26
8.4	Sponsorship	28

8.5	Venues	29
8.6	Costs	31
8.7	Diversity in PyCon Ireland	31
8.8	PR	35
8.9	Accommodation during PyCon Ireland	36
8.10	Checklist	36
8.11	Media	37
9	Credits	39
10	Python Ireland 2014 AGM	41
10.1	AGM Report from Diarmuid	41
10.2	2014 financial report from Vicky	41
10.3	Regional Officer	42
10.4	Committee Voting	42
11	Constitution	43
11.1	Signatures	45
12	Indices and tables	47

The aim of this guide is to help with the organisation and running of Python Ireland and its events, including PyCon Ireland.

Hopefully this will provide you with enough information which is based on mainly Vicky's experiences. We hope that you will contribute to this guide to help future committee members.

This guide is a Work in Progress.

Official Homepage: <http://python.ie>

Contents:

CHAPTER 1

History

Founded by Darragh Sherwin in 2004. Group took a Christmas break and no-one met up afterwards. Sean O'Donnell rebooted the meetups in 2005. Soon after quite a lonely meetup by himself, Michael Twomey, Alan Kennedy, Kevin Gill, Michael Kerrin and Vicky Twomey-Lee joined Sean, and met regularly as the core 6 for awhile.

In mid-2005, Vicky took over organising Python Ireland meetups and talks till standing down as Chair in 2012 and Diarmuid Bourke took over as Chair, and Vicky is acting as co-Chair. See *Python Ireland Committee* for more details.

In 2010, Python Ireland had their first Irish Python conference called PyCon Ireland, and since then, PyCon Ireland has remained as an annual event. See *PyCon Ireland* for more details.

(TODO: More to type...)

Python Ireland Developers Limited was form in April 2015.

Registered company number: 559983

Each year around October, an AGM is held to re-elect the next Python Ireland Committee.

April 2015 - Current

Chair Diarmuid Bourke

Secretary Andrea Fagan

Treasurer David Markey

Members

Gerry Boland

Pat Claffey

Nicolas Laurance

Brian McDonnell

Vicky Twomey-Lee

Marissa Zhou

Previous Committee Members

Jan 2015 - April 2015

Chair Diarmuid Bourke

Secretary Andrea Fagan

Treasurer Vicky Twomey-Lee

Members David Markey

Brian McDonnell

Barisa Obradovic

Jakub Jarosz

Michael Twomey

Gerry Boland

Marissa Zhou

Previous Committee Members

2014

Chair Diarmuid Bourke

Secretary Michael Twomey (@micktwomey)

Treasurer / Co-Chair Vicky Twomey- Lee (@whykay)

Members Brian Brazil

Eugene Eichelberger

Andrea Fagan

Jakub Jarosz

Dave Markey

Brian E. Ward

2013

Chair Diarmuid Bourke

Secretary Michael Twomey (@micktwomey)

Treasurer / Co-Chair Vicky Twomey- Lee (@whykay)

Members Rodrigue Alcazar

Brian Brazil

Jakub Jarosz

Tendayi Mawushe

Nic Roland

Vishal Vatsa

2012

Chair Vicky Twomey-Lee (@whykay)

Secretary Michael Twomey (@micktwomey)

Treasurer Diarmuid Bourke

Members

Brian Brazil

Alan Kennedy

Sean O'Donnell

Nic Roland

2011

Chair Vicky Twomey-Lee (@whykay)

Secretary Michael Twomey (@micktwomey)

Treasurer Alan Kennedy

Members Brian Brazil

Sean O'Donnell

2010

Chair Vicky Twomey-Lee (@whykay)

Secretary Michael Twomey (@micktwomey)

Treasurer Alan Kennedy

Members Brian Brazil

Kevin Gill

Sean O'Donnell

Constitution

This is the current and initial constitution drawn up by the first committee members. This will have to be re-visited with the new members of 2013.

[View current constitution](#)

(Note: If you want to view the constitution and have no access, please contact Vicky.)

Python Ireland meetups are held on the 2nd Wednesday monthly regardless if there are talks or not. If it's the latter, then a pub meetup is organised instead.

A few things need to be done:

- **Post details to**

- **Twitter** @PythonIreland with the hashtag #PythonIE
- **Facebook Python Ireland Facebook Group**
 - * We have a [Python Ireland Facebook Page](#) as well, but not used because of lack of time to update.
- **LinkedIn Python Ireland LinkedIn group**
- **Lanyrd Lanyrd**
 - * Add to *Tech events around Ireland* and *Python events around Ireland Guides*
 - * Tag topics with *Python, Ireland, Dublin*
 - * Add location, organisers details and details of the meetup (talk or pub)
 - * Claim the event so you have additional admin privileges.
- **Meetup Meetup.com**
 - * Create a new event.¹
 - * Remember to thank Intercom, our meetup.com sponsor.
- **Mailing list Python Announce mailing list**
 - * python-announce-list@python.org
 - * Do make sure you have all the details required for the announcement, see emails from [archives](#) as a reference.
- **Other usergroups:**

¹ Email contact@python.ie to ask meetup.com organiser to add you as co-organiser of an event in meetup.com.

- * dublinaltnet@googlegroups.com
- * dublin-game-craft@googlegroups.com
- * dublinjs@googlegroups.com
- * gdg-dublin@googlegroups.com
- * ruby_ireland@googlegroups.com

Locations

Following are locations we have had our social meetups and talks.

Cork

Social

- Camden Palace Hotel
- Clarion Hotel
- Franciscan Well

Dublin

Talks

- BAML
- Amazon
- DogPatch Labs
- Central Hotel
- DIT
- Jury's Inn, Parnell Street
- Science Gallery (studio upstairs)

Social

- Agains the Grain (upstairs and downstairs)
- **Bull and Castle (Beer Hall)** (upstaris are big and provides free chickern wings)
- Karma Stone
- Longstone
- Lord Edward's Bar and Lounge
- Market Bar
- Neary's
- O'Neill's, Pearse Street
- Slattery's Bar & Early House
- **The Black Sheep** Downstairs are good!

- The Grand Central
- The Schoolhouse Pub
- Trinity Capital Hotel
- Harbar Masters
- Lincon's Inn

Galway

- 091Labs
- DERI
- Forster Court pub
- McSwiggans Bar and Restaurant
- The Galway Arms
- The Westwood bar

Checklist

- Organiser(s) contact number / Twitter name / email
- Sponsors
- Talkers
- Projector (if required)
- Confirmation of location (if reserved)
- If paying on the night, contact directors.²
- Receipt from venue/service, if expensing.
- Confirmation with talkers 2 days before

Post-Meetup

- **Get slides off presenter (from past experience, speakers tend to only have slides ready right before the talks starts.)**
 - Upload them to [Python Ireland's Google Drive](#).
 - Send email, tweet, post on Facebook, LinkedIn, etc. that the slides are up.

Other events

Aside from meetups (talks and social), Python Ireland also organises other events, e.g. sprints, unconferences, co-org with other user groups.

² Ask current directors. If unsure, email contact@python.ie.

Types of Events

TODO: More info

Funding

If funding is required, please see *Funding page* for more information.

Python Ireland also host events aside from *monthly meetups* like the following in the past:-

- Unconferences
- Sprints

If you have any questions or want to run an event, please email contact@python.ie.

Locations

Dublin

Sprints

- Brightwater Office
- Radisson Blu Royal Hotel

Unconference

- Dublin School of English
- UCD - Computer Science (labs)

Python Ireland will try and support local events if we have the funds. Please contact us at contact@python.ie

[For Pyle Organisers] Getting funding and sponsorship

Here are associations to contact about funding.

Corporate sponsorship

Python Ireland

- Venue
- Food / Drinks (optional)
- Cash

[TODO] More info needed here

[QUESTION] Do we list our past sponsors? python.ie use to have a list of companies that sponsored Python/PyCon Ireland, an issue has been logged.

PSF Funding

There are three ways to get funding:

- Sprint funding - <http://pythonsprints.com/>
- Outreach and education funding (e.g. intro workshop, diversity workshops) - <http://mail.python.org/mailman/listinfo/outreach-and-education>
- Other grants, through the main grants program - <http://www.python.org/psf/grants/>

[For non-PyIE Organisers] Requests for funding

Currently we don't have any process in place for funding Python-related events that are not organised by Python Ireland organisers.

If you want to enquire about possible options, please email contact@python.ie.

Diversity in Python Ireland

Code of Conduct

The code of conduct is modified version of <https://github.com/python/pycon-code-of-conduct> and will be used for all Python Ireland events.

Python Ireland Developers Limited (Python Ireland) is a community organisation intended for networking and collaboration in the developer community.

We value the participation of each member of the Python community and want all attendees to have an enjoyable and fulfilling experience. Accordingly, all attendees are expected to show respect and courtesy to other attendees throughout Python Ireland events, whether officially sponsored by Python Ireland or not.

To make clear what is expected, all delegates/attendees, speakers, exhibitors, organisers and volunteers at any Python Ireland event are required to conform to the following Code of Conduct. organisers will enforce this code throughout the event.

The Short Version

Python Ireland is dedicated to providing a harassment-free experience for everyone, regardless of gender, sexual orientation, disability, physical appearance, body size, race, or religion. We do not tolerate harassment of participants in any form.

All communication should be appropriate for a professional audience including people of many different backgrounds. Sexual language and imagery is not appropriate for any events venue, including talks.

Be kind to others. Do not insult or put down other attendees. Behave professionally. Remember that harassment and sexist, racist, or exclusionary jokes are not appropriate for PyCon Ireland.

Attendees violating these rules may be asked to leave the event without a refund (if any) at the sole discretion of the event organisers.

Thank you for helping make this a welcoming, friendly event for all.

The Long Version

Harassment includes offensive verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, sexual images in public spaces, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention.

Participants asked to stop any harassing behavior are expected to comply immediately.

Exhibitors in the expo hall, sponsor or vendor booths, or similar activities are also subject to the anti-harassment policy. In particular, exhibitors should not use sexualized images, activities, or other material. Booth staff (including volunteers) should not use sexualized clothing/uniforms/costumes, or otherwise create a sexualized environment.

Be careful in the words that you choose. Remember that sexist, racist, and other exclusionary jokes can be offensive to those around you. Excessive swearing and offensive jokes are not appropriate for Python Ireland.

If a participant engages in behavior that violates this code of conduct, the event organisers may take any action they deem appropriate, including warning the offender or expulsion from the event with no refund (if any).

Contact Information

If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact a member of Python Ireland. You may also contact venue staff and ask to be put in touch with the organiser of the event.

If the matter is especially urgent, please call/contact any of these individuals:

- Diarmuid Bourke - +353 (0)87 74 25 118
- Vicky Twomey-Lee - +353 86 150 2003

Python Ireland staff will be happy to help participants contact venue security or local law enforcement, provide escorts, or otherwise assist those experiencing harassment to feel safe for the duration of the event. We value your attendance.

License

This Code of Conduct was forked from the example policy from the [PyCon Code of Conduct on Github](#) which is under a Creative Commons Zero license.

(Conference Code of Conduct by [Python Ireland](#) is licensed under a [Creative Commons Attribution 3.0 Unported License](#).)

Handling Harassment

Attendee Procedure for incident handling

This procedure has been adopted from the Ada Initiative's guide titled "[Conference anti-harassment/Responding to Reports](#)".

1. Staff will also be prepared to handle the incident. All of our staff are informed of the code of conduct policy and guide for handling harassment at the events.
2. Report the harassment incident (preferably in writing) to a events staff member. All reports are confidential. Please do not disclose public information about the incident until the staff have had sufficient time in which to address the situation. This is as much for your safety and protection as it is the other attendees.

When reporting the event to staff, try to gather as much information as available but do not interview people about the incident. Staff will assist you in writing the report/collecting information.

The important information consists of:

- Identifying information (name/badge number) of the participant doing the harassing
- The approximate time of the behavior (if different than the time the report was made)
- The circumstances surrounding the incident
- Other people involved in the incident

The staff is well informed on how to deal with the incident and how to further proceed with the situation.

3. If everyone is presently physically safe, involve law enforcement or security only at a victim's request. If you do feel your safety in jeopardy please do not hesitate to contact local law enforcement by dialing 112. If you do not have a cell phone, you can use any hotel phone or simply ask a staff member.
 - A listing of Python Ireland (TODO) staff is located here, including contact phone numbers.

Staff Procedure for incident handling

This procedure has been adopted from the Ada Initiative's guide titled "[Conference anti-harassment/Responding to Reports](#)".

Try to get as much of the incident in written form by the reporter. If you cannot, transcribe it yourself as it was told to you. The important information to gather include the following:

- Identifying information (name/badge number) of the participant doing the harassing
- The behavior that was in violation
- The approximate time of the behavior (if different than the time the report was made)
- The circumstances surrounding the incident
- Other people involved in the incident

Prepare an initial response to the incident. This initial response is very important and will set the tone for PyCon. Depending on the severity/details of the incident, please follow these guidelines:

- If there is any general threat to attendees or the safety of anyone including conference staff is in doubt, summon security or Gardai
- Offer the victim a private place to sit
- Ask "is there a friend or trusted person who you would like to be with you?" (if so, arrange for someone to fetch this person)
- Ask them "how can I help?"
- Provide them with your list of emergency contacts if they need help later
- If everyone is presently physically safe, involve law enforcement or security only at a victim's request

There are also some guidelines as to what not to do as an initial response:

- Do not overtly invite them to withdraw the complaint or mention that withdrawal is OK. This suggests that you want them to do so, and is therefore coercive. "If you're OK with it [pursuing the complaint]" suggests that you are by default pursuing it and is not coercive.
- Do not ask for their advice on how to deal with the complaint. This is a staff responsibility.
- Do not offer them input into penalties. This is the staff's responsibility.

Once something is reported to a staff member, immediately meet with the conference chair and/or event coordinator. The main objectives of this meeting is to find out the following:

- What happened?
- Are we doing anything about it?
- Who is doing those things?
- When are they doing them?

After the staff meeting and discussion, have a staff member (preferably the conference chair or event coordinator if available) communicate with the alleged harasser. Make sure to inform them of what has been reported about them.

Allow the alleged harasser to give their side of the story to the staff. After this point, if the report stands, let the alleged harasser know what actions will be taken against them.

Some things for the staff to consider when dealing with Code of Conduct offenders:

- Warning the harasser to cease their behavior and that any further reports will result in sanctions
- Requiring that the harasser avoid any interaction with, and physical proximity to, their victim for the remainder of the event
- Ending a talk that violates the policy early
- Not publishing the video or slides of a talk that violated the policy
- Not allowing a speaker who violated the policy to give (further) talks at the event now or in the future
- Immediately ending any event volunteer responsibilities and privileges the harasser holds
- Requiring that the harasser not volunteer for future events your organization runs (either indefinitely or for a certain time period)
- Requiring that the harasser refund any travel grants and similar they received (this would need to be a condition of the grant at the time of being awarded)
- Requiring that the harasser immediately leave the event and not return
- Banning the harasser from future events (either indefinitely or for a certain time period)
- Removing a harasser from membership of relevant organizations
- Publishing an account of the harassment and calling for the resignation of the harasser from their responsibilities (usually pursued by people without formal authority: may be called for if the harasser is the event leader, or refuses to stand aside from the conflict of interest, or similar, typically event staff have sufficient governing rights over their space that this isn't as useful)

Give accused attendees a place to appeal to if there is one, but in the meantime the report stands. Keep in mind that it is not a good idea to encourage an apology from the harasser.

It is very important how we deal with the incident publicly. Our policy is to make sure that everyone aware of the initial incident is also made aware that it is not according to policy and that official action has been taken - while still respecting the privacy of individual attendees. When speaking to individuals (those who are aware of the incident, but were not involved with the incident) about the incident it is a good idea to keep the details out.

Depending on the incident, the conference chair, or designate, may decide to make one or more public announcements. If necessary, this will be done with a short announcement either during the plenary and/or through other channels. No one other than the conference chair or someone delegated authority from the conference chair should make any announcements. No personal information about either party will be disclosed as part of this process.

If some attendees were angered by the incident, it is best to apologize to them that the incident occurred to begin with. If there are residual hard feelings, suggest to them to write an email to the conference chair or to the event coordinator. It will be dealt with accordingly.

Staff Contact

- Vicky Twomey-Lee (+353 86 150 2003 - vicky@python.ie)
- Diarmuid Bourke (Python Ireland Chair - diarmuid@python.ie)

Other Information

- PSF Code of Conduct - <https://www.python.org/psf/codeofconduct/>
- PSF Moves to require Code of Conduct for Conference grants
- Python Community's Diversity Page
- <http://www.letsgetlouder.com/> - Pledging here means "As a member of the Python community, we pledge only to attend, speak at, assist, sponsor, or otherwise participate in conferences that publicly promote an anti-harassment and anti-discrimination code of conduct policy."

[TODO]: Add links and more info.

Videos

Python Ireland has a Vimeo and Youtube channel.

- [Link to Vimeo channel](#)
- [Link to Youtube channel](#)

Photos

- [Flickr](#)
- [Picasa](#)
- [Other](#)

Presentation slides

- [Slideshare](#)
- [Slides shared by Python Ireland's Google Drive](#)

PyCon Ireland is an annual Irish Python conference.

The first one was held in 2010 after an enthusiastic drunken (and one undrunken) decision to host one to see if we can, and in the hopes that we will host EuroPython in the near future. So that fateful night in February 2010 in Neary's, we (Mick, Alan, Kevin, Brian and myself)* said we would do it as soon as possible, in July that year. So from scratch, we pulled sponsors, venues and the conference came together with a resound success and we haven't looked back since.

(* I think that was everyone, please update if my memory was wrong. - Vicky)

Official Homepage: <http://python.ie/pycon/>

Contents:

PyConIE Committee

PyConIE Committee members volunteer themselves, and within that committee, either the member will nominate themselves or a member gets nominated as Chair.

2014

- Chair: Diarmuid Bourke
- Members: Sorcha Bowler, Andrea Fagan

2013

- Chair: Diarmuid Bourke / Co-Chair: Vicky Twomey-Lee
- Members: Rodrigue Alcazar, Jakub Jarosz, Daniel Kersten, Kevin O'Brien, Nic Roland, Rigel Di Scala, Michael Twomey, Vishal Vatsa

2012

- Chair: Vicky Twomey-Lee
- Members: Rodrigue Alcazar, Brian Brazil, Diarmuid Bourke, Con Hennessey, Tendayi Mawushe, Nic Roland, Sean O'Donnell, Michael Twomey

2011

- Chair: Vicky Twomey-Lee
- Members: Rodrigue Alcazar, Brian Brazil, Alan Kennedy, Tendayi Mawushe, Sean O'Donnell, Michael Twomey

2010

- Chair: Vicky Twomey-Lee
- Members: Brian Brazil, Alan Kennedy, Sean O'Donnell, Michael Twomey

Choosing a date

Our first conference was held in July but we realised that people are away on holidays and clashing with [PyCon UK](#) and [EuroPython](#) didn't quite work out for us at the time.

PyCon Ireland's (second and third) has been held on the second weekend of October because:-

- Avoid clashing with GAA finals at the end of September which can sometimes bleed into early October.
- Try to avoid Octocon which has its own con on either second or third weekend of October.
- Avoid [Gaelcon](#) - Ireland's largest gaming convention on October Bank Holiday Weekend.

Things to note when picking dates:

- Not clashing with other PyCons, check [PyCon Events Calendar](#)
- Not clashing with local geek events (check [EventBrite](#), [Lanyrd](#), [Eventsden](#), [techevents.ie](#), etc.)¹
- July - Summer vacation for many, and students are off college. This is also peak period for travelling and accommodation.
- September to early November are conference months. Late November and December will be going into Christmas party period.

PyConIE Content

History

Following was the formats we chose for the conference content. We are still re-working how best structure the conference so it will suit everyone, and what works and what doesn't.

2010

- **Saturday**
 - Talks x2
 - Workshops
 - Breakfast / x1 Coffee Break / Lunch / x1 Coffee Break / Dinner

¹ Update this list of you find other places to find out when local, especially tech, events are on.

- **Sunday**
 - Sprints / OpenSpaces

2011

- **Saturday**
 - Talks x2
 - Beginners Workshops x1
 - Breakfast / x1 Coffee Break / Lunch / x1 Coffee Break / Dinner
- **Sunday**
 - Workshops/Tutorials
 - Sprints / OpenSpaces

2012

- **Saturday**
 - Talks x3
 - Beginners Workshops / Tutorials x1
 - Sprints / OpenSpaces x1
 - Breakfast / x1 Coffee Break / Lunch / x1 Coffee Break / Dinner
- **Sunday**
 - Talks x3
 - Workshops x1
 - Sprints / OpenSpaces x1
 - Lunch

Lessons Learnt

- We will not have a sprint-dedicated room anymore, people are happy enough to find somewhere and tap away on their laptop. Openspaces will also not be needed, the gathering of people in the lobby areas are enough (as long as there are seatings around).
- **Beginners Track is pretty popular.**
 - “[Learning Python the Hard Way](#)” is great for getting people working together and even have seasoned Pythonistas joining in to assist.
- **Have 2 breaks during the day as well as breakfast and lunch.**
 - 1 hour break for lunch was a success in 2012. Feedback was positive regarding time to mingle and not having to rush food and head to next set of talks.
- Depending on venues, it seems that maximum 5 sponsor tables is enough else people feel it’s just a recruitment fair. We are trying to provide an informal and friendly event.
- We have had entertainment between 2010 and 2012, this is optional. It will also depend on the venue.

Sponsorship

It is important to have at least a few committee members following up with companies to see if they are interested in sponsoring the conference, especially important is the *following up*. It is up to the individual on how many times they contact the companies though. :-)

Shout-outs via tweets (RT/MT), FB, LinkedIN, Lanyard and via our own python.ie site are the initial steps to get general interests. We do have contacts with previous sponsors, so a personal individual email to initialise the process is also advised.

Brochure

Initial brochure were based on PyCon US, PyCon UK and EuroPython sponsorship brochures.

Current:- [PyCon Ireland 2012 Brochure](#)

Previous brochures

- [PyCon Ireland 2013 Brochure](#)

The brochure currently is maintained by Vicky Twomey-Lee, and is created using Pages.¹ The Sponsorship Brochure is re-visited early every year to update and re-balance the various sponsorship options which depends on how the previous conference went.

Sponsors

Previous PyCon Ireland sponsors, see <http://python.ie/companies/>.

- **There's a spreadsheet¹ with sponsors contacts, the organisers will have access to that doc.**
 - Add any new (potential) sponsor contacts with as much detail as you can give.
 - Update existing sponsor details.
 - Any questions, email sponsors@python.ie

Swag

Swag are goodies provided from various companies (not necessarily sponsors) that are placed in delegates *swag* bag, they normally consists of:-

- Company inserts / fliers
- T-shirts
- Vouchers
- Mugs (2012)
- PyCon Ireland t-shirt
- PyCon Ireland conference programme
- Pens
- Magazines
- ...

¹ Ask Vicky (whykay@python.ie).

Prizes

Prizes are normally for a raffle during the meal on the main conference day, which is currently Saturday.

The first two years we donated the proceeds to PSF after selling raffle tickets. In 2012, we opted that everyone who registered (excluding the organisers) will be included in the raffle automatically and names are randomly picked (idea was thanks to EuroPython 2012). We didn't collect monies, so there was no charity donation in 2012.

There are two ways to request for prizes:-

- Ask a company directly for prizes.
- When speaking with a sponsor, they might include prizes.

NOTE: Details of companies who sponsored us prizes will be in the sponsors doc as well.

Venues

Ask for a quote, and also a viewing of the venue. Email the committee about the price and when to view the venue.

What to look for in a potential venue?

- Can accommodate 250 (max) in one room.
- 3 large halls that can hold up to 50-80 people each.
- **1 large hall that can host a plenary session**
 - Preferably no joining of existing halls as re-organising the rooms for setting up for plenary session or individual rooms for each track takes considerable amount of time.
- Allows outside catering.
- Allows us to bring in our own entertainment (optional).
- Good wireless for a tech conference. Radisson Blu held up quite well.

Venues we used in the past

- **2010: Dublin School of English / Capacity: 100**
 - Boticelli was the hired caterers for tea/coffee, breakfast and lunch.
- **2011: Radisson Blu Royal Hotel / Capacity: 180**
 - Hotel provided food, no outside caterers allowed.
- **2012: Radisson Blu Royal Hotel / Capacity: 200**
 - Hotel provided food, no outside caterers allowed.

Venues we enquired in the past

- Dublin Conference Centre (really expensive, no outside catering, but has all the tech requirements)
- **Camden Court Hotel**
 - Reasonable, the lobby area is a bit awkward though. The hall size is fine, but need to be split up for rooms and put back together, so not ideal.
 - [TODO] More details and link to 2012 prices.
- **Ballsbridge Hotel**
 - A bit further out, big halls but smaller rooms might be a problem for workshops.
 - [TODO] More details and link to 2012 prices.
- [TODO] Add more venues

Sample enquiry email:

```
Hi <INSERT_NAME>,

My name is <INSERT_NAME>, and I am one of the organisers for PyCon Ireland <YEAR>.
PyCon Ireland is an annual technology conference and this year will be our fourth
↳year running it.
We are a non-profit organisation, and I would like to enquire about your venue about
↳availability and cost for our next conference.

PyCon Ireland <YEAR> will be held on Sat XX - Sun XX <MONTH> <YEAR>.

We will be expecting 250 to 300 (max) delegates.

Details on what we require are as follows:-
- 3 large halls to fit 50-80 ppl each. (Theatre style)
- Separately, 1 large hall/theatre to accommodate up to 300 ppl for plenary session.
↳(Theatre style)
- 2 training rooms for up to 30 ppl (Classroom style)
- Projectors
- A/V setup?
  - Can we bring our own A/V team?
- Podium with mic
- Food - x2 Breaks, Lunch and Dinner on Sat / x1 break & Lunch on Sun
  - Are we allowed to bring in our own external catering for breaks, lunch and/or
↳dinner?
  - Are we allowed to bring in own craft beer?
- Green room for organisers and equipment.
- Lobby/Concourse area for breaks, sponsor stands (outside halls where talks are held)
- Wi-Fi - hold up to multiple devices for tech-heavy conference
- Power leads
- Deals with accommodation
- Option to allow us to bring in entertainment on Saturday evening.

Kindest Regards,

<INSERT_NAME>, PyCon Ireland <YEAR>
(http://python.ie/pycon/)
```

Costs

(NOTE: If you want to see previous years quotes, please ask Vicky.)

We need quotes for the following:-

- **Venue (hotel, conference centre, office building, etc.)**
 - **Function rooms**
 - * x1 hall/room for plenary session (theatre layout) - 250 persons
 - * x3 halls for talks (theatre layout) - 50-80 persons each
 - * x2 rooms for workshops (classroom layout) - 50 persons each
- **Catering**
 - Breakfast
 - x2/3 breaks (tea/coffee/biccies)
 - Lunch
 - Dinner
- International keynote speaker
- T-shirts
- Swag bags
- Posters
- Programmes (May drop this in 2013)
- Lanyards
- **Badges**
 - Badge holder
 - Badge card

Diversity in PyCon Ireland

(See also: *Diversity in Python Ireland*)

We want to initially encourage more

- students
- women

to attend/speak/sprint PyCon Ireland.

Code of Conduct

PyCon Ireland is a community conference intended for networking and collaboration in the developer community.

We value the participation of each member of the Python community and want all attendees to have an enjoyable and fulfilling experience. Accordingly, all attendees are expected to show respect and courtesy to other attendees throughout the conference and at all conference events, whether officially sponsored by PyCon Ireland or not.

To make clear what is expected, all delegates/attendees, speakers, exhibitors, organisers and volunteers at any PyCon Ireland event are required to conform to the following Code of Conduct. Organisers will enforce this code throughout the event.

The Short Version

PyCon Ireland is dedicated to providing a harassment-free conference experience for everyone, regardless of gender, sexual orientation, disability, physical appearance, body size, race, or religion. We do not tolerate harassment of conference participants in any form.

All communication should be appropriate for a professional audience including people of many different backgrounds. Sexual language and imagery is not appropriate for any conference venue, including talks.

Be kind to others. Do not insult or put down other attendees. Behave professionally. Remember that harassment and sexist, racist, or exclusionary jokes are not appropriate for PyCon Ireland.

Attendees violating these rules may be asked to leave the conference without a refund at the sole discretion of the conference organisers.

Thank you for helping make this a welcoming, friendly event for all.

The Long Version

Harassment includes offensive verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, sexual images in public spaces, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention.

Participants asked to stop any harassing behavior are expected to comply immediately.

Exhibitors in the expo hall, sponsor or vendor booths, or similar activities are also subject to the anti-harassment policy. In particular, exhibitors should not use sexualized images, activities, or other material. Booth staff (including volunteers) should not use sexualized clothing/uniforms/costumes, or otherwise create a sexualized environment.

Be careful in the words that you choose. Remember that sexist, racist, and other exclusionary jokes can be offensive to those around you. Excessive swearing and offensive jokes are not appropriate for PyCon Ireland.

If a participant engages in behavior that violates this code of conduct, the conference organisers may take any action they deem appropriate, including warning the offender or expulsion from the conference with no refund.

Contact Information If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact a member of conference staff. Conference staff will be wearing “PyCon Ireland Staff” t-shirts. You may also contact hotel staff and ask to be put in touch with the conference chair — Diarmuid Bourke and/or co-Chair — Vicky Twomey-Lee.

If the matter is especially urgent, please call/contact any of these individuals:

Vicky Twomey-Lee at +353 86 150 2003 Conference staff will be happy to help participants contact hotel/venue security or local law enforcement, provide escorts, or otherwise assist those experiencing harassment to feel safe for the duration of the conference. We value your attendance.

License

This Code of Conduct was forked from the example policy from the [PyCon Code of Conduct on Github](#) which is under a Creative Commons Zero license.

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Handling Harassment

Attendee Procedure for incident handling

This procedure has been adopted from the Ada Initiative's guide titled "[Conference anti-harassment/Responding to Reports](#)".

1. Keep in mind that all conference staff will be wearing a conference t-shirt/button with the word "STAFF" on it (or otherwise clearly marked as staff). The staff will also be prepared to handle the incident. Staff will also be prepared to handle the incident. All of our staff are informed of the code of conduct policy and guide for handling harassment at the events.

NOTE: There will be a mandatory staff meeting onsite at the conference when this will be reiterated.

2. Report the harassment incident (preferably in writing) to a events staff member. All reports are confidential. Please do not disclose public information about the incident until the staff have had sufficient time in which to address the situation. This is as much for your safety and protection as it is the other attendees.

When reporting the event to staff, try to gather as much information as available but do not interview people about the incident. Staff will assist you in writing the report/collecting information.

The important information consists of:

- Identifying information (name/badge number) of the participant doing the harassing
- The approximate time of the behavior (if different than the time the report was made)
- The circumstances surrounding the incident
- Other people involved in the incident

The staff is well informed on how to deal with the incident and how to further proceed with the situation.

3. If everyone is presently physically safe, involve law enforcement or security only at a victim's request. If you do feel your safety in jeopardy please do not hesitate to contact local law enforcement by dialing 112. If you do not have a cell phone, you can use any hotel phone or simply ask a staff member.

- A listing of PyCon Ireland staff is located here, including contact phone numbers. [TODO]

Staff Procedure for incident handling

This procedure has been adopted from the Ada Initiative's guide titled "[Conference anti-harassment/Responding to Reports](#)".

Try to get as much of the incident in written form by the reporter. If you cannot, transcribe it yourself as it was told to you. The important information to gather include the following:

- Identifying information (name/badge number) of the participant doing the harassing
- The behavior that was in violation
- The approximate time of the behavior (if different than the time the report was made)

- The circumstances surrounding the incident
- Other people involved in the incident

Prepare an initial response to the incident. This initial response is very important and will set the tone for PyCon. Depending on the severity/details of the incident, please follow these guidelines:

- If there is any general threat to attendees or the safety of anyone including conference staff is in doubt, summon security or Gardaí
- Offer the victim a private place to sit
- Ask “is there a friend or trusted person who you would like to be with you?” (if so, arrange for someone to fetch this person)
- Ask them “how can I help?”
- Provide them with your list of emergency contacts if they need help later
- If everyone is presently physically safe, involve law enforcement or security only at a victim’s request

There are also some guidelines as to what not to do as an initial response:

- Do not overtly invite them to withdraw the complaint or mention that withdrawal is OK. This suggests that you want them to do so, and is therefore coercive. “If you’re OK with it [pursuing the complaint]” suggests that you are by default pursuing it and is not coercive.
- Do not ask for their advice on how to deal with the complaint. This is a staff responsibility.
- Do not offer them input into penalties. This is the staff’s responsibility.

Once something is reported to a staff member, immediately meet with the conference chair and/or event coordinator. The main objectives of this meeting is to find out the following:

- What happened?
- Are we doing anything about it?
- Who is doing those things?
- When are they doing them?

After the staff meeting and discussion, have a staff member (preferably the conference chair or event coordinator if available) communicate with the alleged harasser. Make sure to inform them of what has been reported about them.

Allow the alleged harasser to give their side of the story to the staff. After this point, if the report stands, let the alleged harasser know what actions will be taken against them.

Some things for the staff to consider when dealing with Code of Conduct offenders:

- Warning the harasser to cease their behavior and that any further reports will result in sanctions
- Requiring that the harasser avoid any interaction with, and physical proximity to, their victim for the remainder of the event
- Ending a talk that violates the policy early
- Not publishing the video or slides of a talk that violated the policy
- Not allowing a speaker who violated the policy to give (further) talks at the event now or in the future
- Immediately ending any event volunteer responsibilities and privileges the harasser holds
- Requiring that the harasser not volunteer for future events your organization runs (either indefinitely or for a certain time period)
- Requiring that the harasser refund any travel grants and similar they received (this would need to be a condition of the grant at the time of being awarded)

- Requiring that the harasser immediately leave the event and not return
- Banning the harasser from future events (either indefinitely or for a certain time period)
- Removing a harasser from membership of relevant organizations
- Publishing an account of the harassment and calling for the resignation of the harasser from their responsibilities (usually pursued by people without formal authority: may be called for if the harasser is the event leader, or refuses to stand aside from the conflict of interest, or similar, typically event staff have sufficient governing rights over their space that this isn't as useful)

Give accused attendees a place to appeal to if there is one, but in the meantime the report stands. Keep in mind that it is not a good idea to encourage an apology from the harasser.

It is very important how we deal with the incident publicly. Our policy is to make sure that everyone aware of the initial incident is also made aware that it is not according to policy and that official action has been taken - while still respecting the privacy of individual attendees. When speaking to individuals (those who are aware of the incident, but were not involved with the incident) about the incident it is a good idea to keep the details out.

Depending on the incident, the conference chair, or designate, may decide to make one or more public announcements. If necessary, this will be done with a short announcement either during the plenary and/or through other channels. No one other than the conference chair or someone delegated authority from the conference chair should make any announcements. No personal information about either party will be disclosed as part of this process.

If some attendees were angered by the incident, it is best to apologize to them that the incident occurred to begin with. If there are residual hard feelings, suggest to them to write an email to the conference chair or to the event coordinator. It will be dealt with accordingly.

Staff Contact

- Vicky Twomey-Lee (+353 86 150 2003 - vicky@python.ie)
- Diarmuid Bourke (PyCon Ireland Chair - diarmuid@python.ie)

Other Information

- [PSF's post about CoC](#)
- [Python Community's Diversity Page](#)
- <http://www.letsgetlouder.com/> - Pledging here means "As a member of the Python community, we pledge only to attend, speak at, assist, sponsor, or otherwise participate in conferences that publicly promote an anti-harassment and anti-discrimination code of conduct policy."

PR

We have an official Press Release for each conference. We also have to try and encourage discussion around PyCon Ireland all the year until and after the conference to keep momentum going.

Here is 2012's Press Release for reference:- <http://python.ie/pycon/2012/pr/#press-release>

We post updates to the following as well:-

- **Facebook Python Ireland Group**
 - We have a [FaceBook Page](#), but didn't have time to update, so I kept everything in one group for now.
- [PyCon Ireland Twitter](#) with the hashtag [#PyConIE](#)

- Python Ireland LinkedIn group
- PyCon Ireland Blog
- Irish Press Releases (check if url is correct)

We also post event details to:-

- **Lanyrd**
 - Add to *Tech events around Ireland* and *Python events around Ireland* Guides
 - Tag topics with *PyCon, Ireland, Dublin*
 - Add location, organisers details and details of the meetup
 - Claim the event so you have additional admin privileges.
 - NOTE: Don't forget to call for sponsors and papers.
- Events Den
- Tech Events
- Email events@pycon.org to add the conference to the PyCon global calendar.

Accommodation during PyCon Ireland

List of hotels and hostels as well as rooms for people who need accommodation to go in here, the updated will be posted to PyCon Ireland Accommodation page.

Locations

- AirBnB

Dublin

- Central Hotel
- Jury's Inn (Christchurch)
- ...

[TODO]: List of accommodations and its details.

Checklist

- Chequebook (ask Vicky)
- Signage¹
- Blu-tack / Sticky dots
- Cash box (ask Vicky)

¹ Vicky and Mick has a colour laser printer just for this purpose. Please email one or both if you need anything to be printed out.

Media

[TODO]: Add links and more info.

Videos

Python Ireland has a Vimeo and Youtube channel.

- Link to Vimeo channel
- Link to Youtube channel

Photos

- Flickr
- Picasa
- Other

Presentation slides

- Slideshare
- Slides shared by Python Ireland's Google Drive

Main contributors to PythonIE/PyConIE media.

(Feel free to add your name in the list.)

[TODO] Add URLs

- **Logo**

- Elisha Clarke (2010)
- Vincent Lee (2011-2012) - [@dragonboynvny](#)

- **Media**

- **PythonIE Photos:**

- * Michael Twomey
- * Vicky Twomey-Lee

- **PythonIE Videos:**

- * Michael Twomey
- * Vicky Twomey-Lee

- **PyConIE Photos:**

- * Elisha Clarke (2010)
- * Paula Banks (2011-2012)
- * Michael Twomey

- **PyConIE Videos:**

- * Robert Murphy (2010-2011)
- * John (2012)

AGM took place in Science Gallery on 2014-11-12.

Note taker: Michael Twomey

AGM Report from Diarmuid

- **2014 recap**
 - Python Ireland
 - PyCon 2014
- **2015 plans**
 - Meetups
 - PyCon 2015
 - Workshops
 - Regional Officer

2014 financial report from Vicky

Questions:

- **Ballsbridge Hotel occurred multiple times, is that a mistake?**
 - Each of the deposits and payments appear individually
- **(Question on cash)**
 - Cash flow issue with PyCon for deposits, which is why a large cash reserve is kept
- **What was the turn out for PyCon?**

- Extra 30 people, about 10% increase, 349 total

Regional Officer

Creating a sub-committee, possibly one per region. Goal is to run local events.

Committee Voting

Proposed committee:

- Diarmuid Bourke (Chair) (Currently has access to bank a/c)
- Vicky Twomey-Lee (Treasurer) (Currently has access to bank a/c)
- David Markey (Ordinary Member) (Currently has access to bank a/c)
- Brian McDonnell (Ordinary Member)
- Barisa Obradovic (Ordinary Member)
- Andrea Fagan (Secretary)
- Jakub Jarosz (Ordinary Member)
- Mick Twomey (Ordinary Member) (Currently has access to bank a/c)
- Gerry Boland (Ordinary Member)
- Proposal: if there are no objections we will vote this in as the new committee
- No objections
- Audience voted in favour of new committee (approximately 30 people)

CHAPTER 11

Constitution

1. Name

- (a) The body shall be known as Python Ireland (herein the ‘Society’).

2. Object/Aims

- (a) The Society shall aim to promote the use of the Python computer programming language.
- (b) The Society shall further aim to organise and to present Python conferences and events at suitable venues in Ireland.

3. Membership

- (a) Membership shall be open to all persons subscribing to the objects of the Society who have attended a Society meetup.
- (b) No one shall be admitted to Membership of the Society less than twenty-four hours before a General Meeting.

4. Executive Committee

- (a) The Society shall have an Executive Committee elected annually by the Membership (herein ‘the Committee’)
- (b) The purpose of the Committee is to direct ongoing activities and foster the aims of the Society.
- (c) The Committee shall be composed of a minimum of five persons.
- (d) The Committee shall be able to co-opt Society members.
- (e) Committee Members shall stand down at each Annual General Meeting and may offer themselves for re-election.
- (f) The Committee shall elect Officers from the Committee Members including:
 - i. A Chairperson
 - ii. A Secretary
 - iii. A Treasurer

- iv. Other Officers as the need arises.
 - (g) Sub-Committees may be co-opted as the need arises and at the discretion of the Committee. Where the Committee deems it appropriate to the needs of the Society, co-options may be drawn from non-Members of the Society.
5. Responsibilities of the Officers
- (a) The Chairperson: The Chairperson shall oversee the general running of the Society and shall be answerable to the Committee.
 - (b) The Secretary: The Secretary shall take minutes at all meetings of the Society. The Secretary shall be responsible for all the correspondence of the Society and shall keep a record of it.
 - (c) Treasurer: The Treasurer shall have responsibility for all the Society's finances including the collection of subscriptions and the maintenance of accounts.
 - (d) Other Committee Members shall be delegated any duties by the Chairperson as are seen fit, including acting as deputies to the Officers of the Society.
6. Eligibility, Nomination and Election of Committee Members
- (a) Eligibility in the case of all Committee Members is derived from all Members of the Society.
 - (b) Candidates for election to the Committee must be nominated and seconded by Members of the Society in writing and the Secretary must receive such nominations at the published address of the Society at least seven days before the AGM.
 - (c) All elections shall be by show of hands.
7. Annual General Meeting and Extraordinary General Meetings
- (a) There shall be an Annual General Meeting (AGM) of the Society which shall be held once a year.
 - (b) Notice of the AGM shall be issued at least fourteen clear days in advance through the Society's website and email giving the date and time of the meeting and the fact that elections to the Committee shall take place thereat.
 - (c) The matters to be discussed at the AGM shall be posted on the Society's website not less than three days prior to the meeting.
 - (d) At the AGM Officers shall read their reports of the Society's activities for the year and the election of a new Committee shall take place.
 - (e) The Committee shall meet at least four times a year. The quorum for such meetings is three Officers of the Committee. If the Secretary is not present the Officer chairing the meeting shall be responsible for ensuring that minutes are taken and that these are copied to all Officers and co-options of the Committee.
 - (f) An Extraordinary General Meeting (EGM) of the Society may be called by the Committee or by a minimum of one third of the Membership presenting a signed petition to the Committee. Notices of such meetings shall be posted on the Society's website at least fourteen clear days in advance.
8. Dismissal of a Member
- (a) Any Member found to be placing the Society in disrepute or disregarding the constitution shall be ordered to appear before the Executive Committee of the Society. The Committee shall have the right to revoke the membership of the member concerned.
 - (b) If an Officer of the Society or a Committee Member is absent from a Committee meeting or a Society meeting on three consecutive occasions without providing apologies he/she shall be deemed to have resigned.
9. Amendments to this Constitution

- (a) This Constitution may be amended by a two-thirds majority of those present and eligible to vote at an Annual General Meeting or Extraordinary General Meeting of the Society.
- (b) Amendments to this Constitution shall be proposed by the Committee or by twelve Members or more of the Society in writing in accordance with the provisions set out in paragraph 7.f above.

10. Communications

- (a) The Society acknowledges that preferred online communications and electronic communication will change over time.
- (b) The Society's website will include contact details for the committee and will link to sites where Society news, events and updates can be found.
- (c) Formal communications to individual Members may be made by e-mail, online messaging services, or post, whichever is appropriate.
- (d) Any views or opinions posted by members on the Society's website or within the Society's online communities shall not be binding on the Society or Committee unless formally adopted in accordance with the provisions of the Society's Constitution.

11. Rules of bank account transactions

- (a) Only Committee Members may be signatories on the account.
- (b) Any single signatory can lodge or withdraw amount up to €50.
- (c) At least two signatories are required to approve lodgements or withdrawals that exceeds €50.
- (d) If a member receives a cheque, email the committee members and record the amount.
- (e) If a member lodges/draws a cheque, email the committee members and record the transaction.
- (f) If a member receives a transaction via AIB's iBusiness Banking (iBB) into Python Ireland's bank account, email the committee members and record the amount.
- (g) If a member withdraws from Python Ireland's bank account via AIB's iBusiness Banking (iBB), email the committee members and record the amount.

Signatures

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Date: _____

Executive Committee

Chair Person Diarmuid Bourke

Secretary Andrea Fagan

Treasurer Vicky Twomey-Lee

Members

Gerry Boland
Jakub Jarosz
David Markey
Brian McDonnell
Barisa Obradovic
Michael Twomey

CHAPTER 12

Indices and tables

- search