



EGU guidance for Division Campfire events

As a result of the increased reliance on virtual meetings in 2020, many Divisions have expressed a desire to continue online interactions both within their Division communities and outside them. The organisers hope to spark discussions about scientific and career-related topics, provide safe spaces to improve presentation and other skills, build peer-to-peer support and continue to increase the overall sense of EGU's community.

As such, EGU is now supporting a new type of event called 'Campfires' that will give the Divisions the freedom to run online interactive events in a way that suits their needs.

Campfires have the following guidelines:

1. A Division Campfire can be run by any member of a Division, as long as they have the **written approval of the relevant Division President or Division Science Officer**. Once the Division President has been informed of the event, the **Campfire organisers are responsible for the content** of the Campfire and ensuring that Campfires follow EGU guidelines (information available in the 'Guidance for EGU Online Events' document).
2. The proposal for a Campfire must be sent to the Division President/Science Officer team at least **four weeks** before the event, for approval. The one-page proposal should contain information on the event's format, content, target audience and organisation.
3. Information on all planned Campfires must be sent at least two weeks in advance to the EGU Office to add to the online event schedule on the EGU website and for additional promotion through official EGU channels. This will also allow us to keep track of the Campfires that are planned. It is the choice of the Campfire leader which audience they want to advertise to (Division members/EGU members/subject-specific audience outside EGU, etc).
4. Campfires are designed as **informal events**, but can be organised for presentations, workshops, networking, collaborations, meetings or just catch-up events. If you are unsure if your planned event will work in this format, please get in touch (webinars@egu.eu) and we will discuss it with you. The structure is designed to give you freedom to plan whatever kind of event you would like, within EGU's remit.
5. The **number of participants of a Campfire is limited by the number of moderators leading the event**. Each moderator can only be responsible for a maximum of 20 audience members (so in a Campfire with 2 organisers, there can be 40 attendees; for one with 3 organisers, 60 attendees, etc). Attendee numbers can be controlled by monitoring registrations for an event. The **Campfire leaders are required to enforce the rules of behaviour** that must be established at the beginning of each individual event, as these rules of behaviour will vary depending on the style of event run (e.g. a presentation vs a meeting). At a minimum these behaviour guidelines must follow the EGU's [Code of Conduct](#), but organisers can add additional behavioural rules as appropriate.



6. The Campfire leader is responsible for choosing the appropriate platform to host the Campfire and providing this information (and all necessary guidelines for use) when advertising the event. EGU is able to provide detailed support for ensuring appropriate safety for Zoom (which is the EGU's current preferred platform), but the Campfire leader must check the security settings on their chosen platform. For more assistance contact: webinars@egu.eu
7. **Campfires are not be recorded.** EGU does support online events that are recorded and officially shared on EGU platforms in the form of EGU Webinars (contact webinars@egu.eu for more information), which are distinct and separate online events.
8. Following a Campfire, the organisers should email the EGU Office (webinars@egu.eu) to let us know how the Campfire went and to share the number of attendees. We can also discuss how to help improve or expand these events and are happy to provide limited guidance to Campfire organisers who request it.

If Campfire leaders or Division members want help designing events, additional content guidance from the EGU Office is available [here](#).