Hosting a Faculty Hack-A-Thon

Overview
Hack-A-Thons are one-day meetings where SEA faculty meet to brush up on annotation skills before teaching the spring Bioinformatics course. These meetings take place from October through December, and are typically held virtually, though we also welcome in-person meetings. Hack-A-Thons are hosted by Expedited Submitters, whereas in-person meetings must include at least one Expedited Submitter as a co-host.
See how to become an Expedited Submitter at seaphages.org/faculty/information/

HHMI Support:
HHMI will provide each Expedited Submitters $500 to host a Hack-A-Thon, and up to a total of $1,000 to host more than one Hack-A-Thon.
Note: if multiple Expedited Submitters jointly facilitate a meeting, HHMI will provide up to $1,000, to be distributed evenly to all facilitators for a given meeting.
HHMI will also reimburse, up to $500, the cost of an in-person meeting.

Steps for Hosting a Hack-A-Thon
Please note that SEA Staff will support you in this process.

- **Identify an Expedited Submitter Co-Host:**
  Contact an Expedited Submitter from the list available at seaphages.org/members. If you are already an Expedited Submitter, and you are comfortable hosting a hack-a-thon solo, we are delighted to have you do so.

- **Identify Dates and Times:**
  Identify several dates from October through the end of December that work best for you and the Expedited Submitter to host a meeting. Email these dates to SEA staff at info@seaphages.org. SEA staff will then compile a list of Hack-A-Thons such that they all fall on different days. We will then confirm those dates with the hosts before posting it on seaphages.org for faculty to sign-up.
  Note: We will send out a request for these dates. We put together a master list of all Hack-A-Thons early in the Fall, so please respond promptly.

- **Finalizing Dates and Times:** Once a list of Hack-A-Thons have been posted online, SEA faculty that wish to attend a Hack-A-Thon will be asked to identify three hack-a-thon dates that fit their schedules. SEA staff will then make the final participant assignments based on interest, annotation ability, and geographic location, such that the hack-a-thons have approximately equal groups of attendees. Based on faculty sign-up, some hack-a-thons may be consolidated, canceled, or rescheduled due to participant availability and interest. SEA staff will confirm these dates with the hosts.

- **Hack-A-Thon Forum page:** Once a Hack-A-Thon participant list has been confirmed, a Forum will be created for each Hack-A-Thon, and will include the meeting dates and time, participant lists, and how to attend (for virtual meetings). Hosts and participants can then begin communicating and planning for the meeting together. Here is a link to the 2018 Hack-a-thon forums for examples: https://seaphages.org/forums/forum/162/

Other Considerations:

- **Agenda**: The goal of a Hack-A-Thon is to help faculty get ready for the spring Bioinformatics semester. Your participants are likely to have a wide range of abilities, some may be ready for Expedited Submission while others may not know how to access their institution page on seaphages.org. So while your project is phage annotation, remember to include a review of the basics like the location and use of the Online Bioinformatics Guide, finding important information on phagesdb.org, using online Phamerator, final file formatting, and annotation submission.

- **Identify/adopt a phage:** If you plan to annotate an entire phage, identify a phage(s) to work with. Past hack-a-thon hosts have selected phages isolated from their own institutions, from participant institutions, and/or adopted phages from the Genome Exchange. It is possible to work on multiple phages at one Hack-A-Thon, in fact, using related phages is a great way to illustrate some of the comparative tools we use.
If your Hack-a-thon will focus on annotation skills, identify those skills and what your goals will be, and identify phage(s) that will help you meet those goals.

- **Assessment**: After the Hack-A-Thon, send us an email to let us know how it went! Did all the participants attend? What topics did you cover? What do most faculty still struggle with? Do you have any ideas about how to improve the format?