General Overview

IMMERSIVE LEARNING RESEARCH NETWORK

Events Management

The hub for every iLRN community event. One row per event, each linked to its own Run of Show with marketing, Jira, spreadsheets and Drive folders.

ABOUT THIS PAGE

Where things live

Dates and join links

The **Community Calendar** is the source. Dates here help sort; if they disagree, the calendar wins.

Process and resources

Roles, workflow and reusable links live here in the Codex.

Task status

Lives in Jira. Do not duplicate task lists on Codex pages.

Volunteer announcements

Go to the Discord volunteer general channel.

ON THE CALENDAR

Upcoming events

Soonest first. When an event ends, move its row to Past events and archive its Run of Show.

DATE	EVENT	TYPE	VENUE	LEAD	RUN OF SHOW

Nov 10, 2026	**Soft Monuments Workshop 1: Canva strip-making**	**WORKSHOP**	Canva + Zoom	Charlene Hardin	**Soft Monuments →**
Nov 21, 2026	**Soft Monuments Workshop 2: FrameVR placement**	**WORKSHOP**	**Immersive Futures**	Charlene Hardin	**Soft Monuments →**
Dec 2 or 3, 2026	**Soft Monuments rehearsal**	**REHEARSAL**	**Immersive Futures**	Charlene Hardin	**Soft Monuments →**
Dec 4, 2026	**Soft Monuments: hybrid opening with Amanda Browder (Missoula)**	**EXHIBITION**	**Immersive Futures** + live stream	Charlene Hardin	**Soft Monuments →**
Dec 18, 2026	**Winter Holiday Party (winter trains), AM and PM Pacific sessions**	**SOCIAL**	FrameVR, TBD	TBD	*To be created*
Feb 2027, TBD	**Lunar New Year gathering**	**SOCIAL**	FrameVR, TBD	TBD	*To be created*
Jun 11 to 13, 2027	**iLRN2027 Virtual Conference**	**CONFERENCE**	iLRN Virtual Campus	TBD	*To be created*
Jun 26 to 29, 2027	**iLRN2027 In-Person, Kyungpook National University, Daegu**	**CONFERENCE**	Humanities Korea Hall, KNU	TBD	*To be created*

Recurring

Not tracked as events; no Run of Show needed.

Open Hours

Fridays, 8 to 10 AM Pacific

Student Center + Zoom

Volunteer meeting

Thursdays, 1 PM

Zoom

Campus build time

Sundays

FrameVR

WHAT AND WHEN

Event briefs

A short description and session times for each upcoming event. Times are in Pacific plus the main audience's time zone; confirm against the Community Calendar before posting.

WORKSHOP

Soft Monuments Workshop 1: Canva strip-making

Participants upload fabric images to a shared Canva and cut them into strips for the virtual quilt wrap. No FrameVR experience needed.

SESSION	DATE	PACIFIC	MOUNTAIN
Workshop 1	Nov 10, 2026	TBD	TBD

WORKSHOP

Soft Monuments Workshop 2: FrameVR placement

Participants place the exported fabric strips on the virtual Brunswick building in FrameVR. Final placement follows Amanda Browder's pattern.

SESSION	DATE	PACIFIC	MOUNTAIN
Workshop 2	Nov 21, 2026	TBD	TBD

EXHIBITION

Soft Monuments: hybrid opening

Amanda Browder wraps the Brunswick in Missoula with her textile work while virtual guests watch the live stream inside a recreated Brunswick in FrameVR. The virtual building is wrapped at the same time, with audience participation and Q&A.

SESSION	DATE	PACIFIC	MOUNTAIN
Rehearsal (crew only)	Dec 2 or 3, 2026	TBD	TBD
Opening	Dec 4, 2026	TBD	TBD

SOCIAL

Winter Holiday Party

A winter-trains holiday gathering on the virtual campus. Two sessions so both Americas and Asia-Pacific members can attend.

SESSION	DATE	PACIFIC	KOREA (KST)
Morning party (replaces Open Hours)	Dec 18, 2026	8:00 to 10:00 AM	1:00 to 3:00 AM, Dec 19
Evening party (timed for South Korea)	Dec 18, 2026	TBD	TBD

SOCIAL

Lunar New Year gathering

Community gathering to mark Lunar New Year on the Road to Daegu. Details TBD.

SESSION	DATE	PACIFIC	KOREA (KST)
Gathering	Feb 2027, TBD	TBD	TBD

CONFERENCE

iLRN2027 Virtual Conference

The virtual portion of iLRN2027, held on the iLRN Virtual Campus.

SESSION	DATE	PACIFIC	KOREA (KST)
Conference days	Jun 11 to 13, 2027	TBD	TBD

CONFERENCE

iLRN2027 In-Person, Daegu

The in-person conference at Kyungpook National University's Humanities Korea Hall, Daegu, South Korea.

SESSION	DATE	KOREA (KST)
Conference days	Jun 26 to 29, 2027	TBD

ARCHIVE

Past events

Newest first. Link the archived Run of Show and any recording or recap so the work stays findable.

DATE	EVENT	TYPE	VENUE	RUN OF SHOW	RECAP
Nov 8, 2026	**Game Tasting: MedTech VR serious games (iLRNovember)**	SOCIAL / SHOWCASE	FrameVR	*Add link*	*Add link*
Oct 2026	**Day of the Dead Tech: Halloween party and networking**	SOCIAL	FrameVR	*Add link*	*Add link*
Aug 31, 2026 (US) / Sep 1 (Korea)	**Road to Daegu Kick Off**	PROGRAMMING LAUNCH	FrameVR + Haptics Café trivia	*Add link*	*Add link*
Jun 2026	**iLRN2026 Virtual Conference (Athens year)**	CONFERENCE	iLRN Virtual Campus	*Add link*	*Add link*

HOW EVERY EVENT RUNS

Event lifecycle



Every event moves through the same six stages. Times are guides, counted back from event day.

STAGE 1	STAGE 2	STAGE 3	STAGE 4	STAGE 5	STAGE 6
Propose	**Set up**	**Promote**	**Build and staff**	**Run**	**Close out**
6+ weeks out	5 weeks out	4 weeks out	3 to 1 weeks out	Event day	Within 1 week

✓ Name, goal, audience, date window and lead. ✓ Add a row to Upcoming events.	✓ Copy the Run of Show template. ✓ Create the project spreadsheet. ✓ Create the Jira board. ✓ Create the Drive folder. ✓ Link all three on the Run of Show.	✓ Create the calendar listing. ✓ Set up the RSVP form. ✓ Produce social cards. ✓ Post in Discord and LinkedIn. ✓ Track each on the Run of Show marketing table.	✓ Build the environment. ✓ Run a performance check. ✓ Assign volunteer roles. ✓ Hold a rehearsal.	✓ Follow the minute-by-minute schedule on the Run of Show. ✓ Record if planned.	✓ Capture attendance and performance data. ✓ Post the recap. ✓ Log volunteer hours. ✓ Move the row to Past events. ✓ Archive the Run of Show.

Roles on every event

Event lead
Run of Show owner, final decisions, day-of call

Environment build
FrameVR frame, assets, performance targets

Marketing
Calendar listing, social cards, posts, emails

Host / MC
Welcome, agenda, transitions, Q&A

Tech support
Attendee help, audio, screen share, stream

Documentation
Screenshots, recording, recap, Codex updates

LINKS FOR EVERY EVENT

Shared resources

These apply to every event. Event-specific links belong on that event's Run of Show.

Community Calendar →
immersivelrn.org/events

Volunteer task signup →
forms.immersivelrn.org

Volunteer time sheet →
tally.so/r/PdydMB

Open Hours Zoom →
Meeting ID 890 8018 4980

Co-build Planning Document →
Google Doc

Volunteer Workbook →
Codex

Jira (all event boards)
Add link

Events shared Drive folder
Add link

Brand kit (Canva)
Add link

Volunteer contact →
volunteers@immersivelrn.org

CHECKLIST

Adding a new event

1	Copy the Run of Show template page into the Events chapter. Name it **Run of Show: <Event Name>**.
2	Fill the Event at a glance table and the Planning stack links (spreadsheet, Jira, Drive) before anything else.
3	Add a row to Upcoming events here and link the new Run of Show.
4	Add the event to the Community Calendar.
5	After close-out, move the row to Past events and add the recap link.

Questions? **volunteers@immersivelrn.org**

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