

Virtual Campus Codex generic Frame Template

Codex Template: iLRN2026 Frame Development & Operations

0. Build Governance Rules (NEW SECTION)

“ Every asset must either:

- help users understand where they are
- help users understand where to go
- help users understand why this space matters

If it does none of these, it should be removed.

- Navigation must be resolvable within 10 seconds of entry
- No critical function depends on a single modality (e.g., color-only signage)
- All Frames must connect back to iLRN_Central in ≤ 2 steps

1. Frame Overview

Frame Name:

Associated Program Area(s):

(e.g., Main Stage, Knowledge Tree - NES, Student Center, Guided Virtual Adventures)

Primary Purpose:

One-two sentences describing *why this Frame exists* in the conference ecosystem.

- Codex Page URL
- Last Updated
- Linked Frames

Secondary Functions:

Target Audiences:

(e.g., presenters, attendees, students, volunteers, leadership)

Operational Mode:

- Online-only (June 14-15)
- Hybrid (Online + Athens)
- Face-to-face support only (Athens)

2. Ownership & Stewardship

Frame Owner (Accountable):

(Name, role)

Co-Steward(s):

(Name, role)

Decision Authority:

“ Who resolves design, scheduling, or access questions.

Escalation Path:

“ If something breaks or a decision stalls, where does it go?

3. Design & Experience Intent

Experience Goal:

“ What should participants *feel and understand* when leaving this Frame?

Design Constraints:

(e.g., capacity limits, spatial layout, Frame VR affordances)

Key Interaction Patterns:

- Arrival / Orientation
- Primary activity
- Exit / Transition

Athens Reuse or Extension (if applicable):

“ How this Frame translates to, supports, or complements the face-to-face event.

“ **Opinion:** Explicitly documenting intent here prevents Frames from drifting into “generic meeting rooms.”

4. Wayfinding & Navigation

Entry Points:

(e.g., Hub link, schedule click-through, guided tour)

Internal Wayfinding Elements:

- Signage
- Visual landmarks
- Teleport points

Exit Paths:

(e.g., return to Hub, next session Frame)

Wayfinding Owner:

(Name)

5. Accessibility & Inclusion Checklist

Accessibility Lead:

(Name)

Baseline Commitments:

- Clear signage and readable contrast
- Audio clarity / redundancy
- Spatial simplicity (no unnecessary navigation complexity)
- Alternative participation pathway documented

Known Constraints or Risks:

“ Be explicit—this supports transparency, not perfection signaling.

Athens Considerations:

(e.g., language support, physical accessibility alignment)

6. Volunteer & Support Roles

Required Roles

Role	Name	Backup	Notes
Greeter / Wayfinder			
Presentation Moderator			
Tech Support			
Volunteer Float			

Training Required:

- Yes (link to Codex page)
- No

Shift Coverage Notes:

(e.g., handoffs across time zones)

7. Presentation & Session Operations

Presentation Format(s):

- Live
- Pre-recorded
- Mixed

Moderator Responsibilities:

- Speaker readiness check
- Timekeeping
- Q&A facilitation
- Transition to next session

Speaker Support Assets:

(e.g., slide upload location, backup links)

8. Technical Configuration

Frame URL:**Capacity:****Backup Space (if any):****Known Failure Modes:**

(e.g., audio lag, late arrivals, capacity overflow)

Contingency Plan:

“ Where people go if this Frame fails.

9. 48-Hour Online Conference Integration

Primary Active Windows:

(e.g., Day 1 Morning UTC, Day 2 Late UTC)

Linked Events:

(Reference to Events Timeline IDs)

Quiet / Reset Periods:

“ Explicitly note when nothing should be scheduled.

10. Post-Conference Use

Intended Afterlife:

- Archive
- Reusable community space
- Athens-only support
- Decommission

Documentation Owner:

“ Who ensures lessons learned are captured.

Revision #1

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