

WELCOME TO THE INTERFERENCE ARCHIVE!

The mission of Interference Archive is to explore the relationship between cultural production and social movements. This work manifests in an open stacks archival collection, publications, a study center, and public programs including exhibitions, workshops, talks, and screenings, all of which encourage critical and creative engagement with the rich history of social movements. We are a collectively run, politically autonomous project rooted in the belief that our shared histories should be held in common and accessible to all.

This guide will assist you in preparing an event that is engaging and accessible. Interference is committed to exploring unorthodox forms of learning and bringing to our community a diversity of opportunities to acquire and share knowledge. We ask that you be open to that effort! Our goal is to make your event a positive experience for you and for everyone who attends.

Your event will be coordinated by an Interference volunteer who will serve as your point person. They will be your primary node of contact for information sharing with the larger volunteer collective at Interference Archive. Put this person on speed dial! Ask them questions! Get on the same page! Their job is to help you realize the best event possible.

COMMON EVENT FORMATS

HANDS-ON WORKSHOP An event that engages multiple senses in the learning process and allows participants to construct their own knowledge. Presenters may use a mixture of discussion, small group work, multimedia sharing, games, and making things.

MEETUP A focused discussion amongst a specific group with a shared interest.

PRESENTATION An event that features presenter(s) and a prepared and confident moderator/facilitator sharing critical knowledge and expertise on a given subject matter, with time designated for an engaged discussion with the participants.

FIELD TRIPS An event that takes participants out of the archive to learn from the history and current realities of New York City and the surrounding area.

MEDIA EVENT An event that shares a piece of media or performance and provides the opportunity for participants to ask questions during or afterwards.

PRACTICE SPACE A drop-in activity that allows participants to engage with the archival material and their care. This can happen in a room while other things happen simultaneously.



creating space for participants to explore ideas & foster collective knowledge production

+

engaging ideas & imagination to plan actions & build skills

+

transforming participants' understanding of your subject & their relationship to it, while giving you new insights into your work



WORKING WITH THE ARCHIVE

The Interference Archive is an open stacks archive that collects, preserves, and makes publicly available politically engaged cultural production. You can incorporate the materials we house into your event – we encourage you to visit the archive, hang out, talk to our volunteers, explore the collection to see how it might be of use. The materials at Interference represent a community resource whose value increases through use and connectivity. Ask your point person for help conceptualizing ways the IA collection can be used to enhance your event.

EVENT LOGISTICS

It is critical that you take into account the needs and requirements for your event when planning it. Please dialog with your point person to ensure that we are given proper time and opportunity to accommodate your requests. If you would like to limit the number of participants, please let us know in advance.

OUR EXHIBITION SPACE HAS THE FOLLOWING FEATURES:

- Can comfortably accommodate up to 40 people, depending on configuration
- Chairs can be custom configured
- Screen, projector, sound system
- Mac laptop (no DVD drive, films must be screened from hard drive)
- A variety of projector adaptors
- WiFi connection (password *archivefever*)
- Book and merchandise selling
- Live streaming (available with advance notice)
- Community Expectations Policy (see attached)

TIPS FOR RUNNING YOUR EVENT

- Arrive at the archive an hour before your event begins.
- Come in with a clear purpose and time-sensitive agenda. Generally, a full event is about 90 minutes.
- Do not spend time introducing the whole room to each other, setting extensive guidelines, or on small group work without clear strategic purpose.
- Before starting, a member of the Interference Archive will introduce the Archive and then introduce you. You should then clearly state the goal of the event before getting started.
- Plan on using thoughtful and engaging language. Do not rely on extensive prior knowledge or access to specialized language.
- Do not be offended if people arrive late or leave before or during your event.
- Confidently and compassionately step in when participants or presenters are being offensive, taking up too much space, inciting harm, threatening participants or anything else that creates an unsafe space. Refer to our Community Expectations Policy. We will be present to support you.
- Make a conscious effort to resist ableism, racism, classism, ageism, homophobia, and transphobia in your language, imagery, and examples.

PRE-EVENT CHECKLIST

PREPARATION

Brainstorm, research and thoughtfully prepare your session's agenda from beginning to end. Discuss your plan with your point person. If participation in your event requires special tools like phones or laptops, participation in activities that might be exclusionary, or requires access to special knowledge, alert your point person and be clear about that while preparing and providing information for publicity.

PUBLICITY REQUIREMENTS

Interference publicizes events mainly through 3 channels:

- Our website, interferencearchive.org
- The Interference weekly email newsletter
- The Interference Archive Facebook page

Further promotion of your event is encouraged and welcome!

Submit the following materials at least 2 weeks prior to your event

- Name of event
- Image of at least 300px by 300px
- A 250 word event description
- A hashtag that you created for your event

Connecting your own social media networks to Interference:

Facebook: [/InterferenceArchive](https://www.facebook.com/InterferenceArchive)
Twitter: [@InterferenceArc](https://twitter.com/InterferenceArc)
Instagram [@InterferenceArchive](https://www.instagram.com/InterferenceArchive)
[#interferencearchive](https://www.instagram.com/interferencearchive)

ENGAGE BEYOND THE SPACE

- If you are not opposed to utilizing the internet or social media to widen the reach of your message and help us promote the Archive.
- Ask at the beginning of your session if anyone prefers not to be photographed or have quotes attributed to them on the Internet, and do your best to make sure those requests are respected.
- Encourage participants to interact during your session on social media, tagging [#interferencearchive](https://www.instagram.com/interferencearchive).
- Take photos. Post them on social media during the event if possible (tagging [#interferencearchive](https://www.instagram.com/interferencearchive)) and share them with your IA point person.
- Create a session hashtag and share it at the beginning of the event.
- If applicable, provide participants with a way to contact you or follow your work after the event.
- Suggest other resources if people are interested in continuing this conversation or their learning.

COMMIT TO ACCESSIBILITY

Consider how someone will experience your event if they are

- Limited in their physical mobility, hearing-impaired, visually-impaired, or have cognitive disabilities

- New to social justice activism
- Traditionally left out of conversations and/or opportunities that your subject matter covers

Quick tips for basic accessibility

- At the beginning of your session ask if anyone has specific access needs.
- When preparing documents for your session, use images, bullet points, and other visuals instead of long blocks of text.

GOOD LUCK!

We hope this guide is helpful to you in ensuring your event manifests in the best way possible. If you have any questions, concerns, or suggestions regarding this guide, please contact your point person.

YOUR CONTACT PERSON:

HOW TO GET IN TOUCH:

IMPORTANT DATES:

OTHER NOTES:

