

Day 1: IDENTIFYING QUALITY CRITERIA (Face-to-face, Lorentz Center)

Monday 6 February 2023

TIME (CET)	Format	Topic
10.00-10.15	-	Lorentz Center opening
10.15-10.45	Interactive introduction participants	Brief round of introductions.
10.45-11.00	Short presentation	Aim of this workshop, why it is necessary, what do you get out of it. (Marij & Janneke)
11.00-11.30	Plenary presentation and Q&A *	An example of observational coding tool development and validation. Presentation by coding tool developer
11.30-12.00	Coffee/tea break	
12.00-12.45	Brainstorm/working in small groups [#] (3-5 people)	Identifying potential quality criteria per aspect of the research (e.g., behaviors under study, coding procedure, determining inter-coder agreement). Every group discusses another domain.
12.45-13.45	Lunch break/ walk	-
13.45-14.30	Brainstorm/working in small groups [#] (3-5 people)	Identifying potential quality criteria per aspect of the research (e.g., behaviors under study, coding procedure, determining inter-coder agreement). Every group discusses another domain.
14.30-15.15	Presentations by small groups ^{*!}	Presentation about identifying potential quality criteria per aspect. Presentation by groups followed by Q&A
15.15-15.30	Coffee/tea break	
15.30-16.15	Group discussion	Structured group discussion based on the outcomes of the small group presentations
16.15-16.30	Wrap-up. Aim day 2	
16.30-17.30	Social activity: Wine & cheese reception	-

* These plenary elements are recorded and shared immediately afterwards with online participants

[#] These small group sessions involve both online and offline groups

[!] This plenary session involves online as well as offline participants

Day 2: SELECTING AND PRIORITIZING QUALITY CRITERIA (Face-to-face, Lorentz Center)**Tuesday 7 February 2023**

TIME (CET)	Format	Topic
10.00-10.15	Summary day 1, introduction day 2	What has day 1 brought us, what are the aims for day 2?
10.15-10.45	Plenary presentation and Q&A*	An example nr 2 of observational coding tool development and validation. Presentation by coding tool developer.
10.45-11.15	Working in small groups [#]	Selecting and prioritizing quality criteria per domain
11.15-11.30	Coffee/thee Break	-
11.30-12.30	Working in small groups [#]	Selecting and prioritizing quality criteria per domain
12.30-14.00	Workshop dinner?	
14.00-15.00	Plenary group discussion* [!]	Selecting and prioritizing quality criteria per domain. All pairs share their selected criteria of that domain. Using prioritization exercises, input from the full group is used to reach consensus about the most important criteria.
15.00-15.30	Coffee/thee break	-
15.30-16.00	Brainstorm in pairs	Exceptions and limitations. When not to apply the quality criteria?
16.00-16.30	Plenary group discussion*	Discuss and seek consensus about potential exceptions
16.30-17.00	Wrap-up, aims day 3	
18.00-	Workshop dinner	Location to be determined

Day 3: WORKING TOWARDS A MANUSCRIPT (Face-to-face, Lorentz Center)**Wednesday 8 February 2023**

TIME (CET)	Format	Topic
9.30-10.30	Plenary consensus exercise*	Determining final set of criteria and general rules for accompanying descriptions/instructions
10.30-11.00	Coffee/thee Break	-
11.00-12.00	Working in small groups [#]	Creating descriptions per criteria
12.00-13.00	Lunch break/walk	-
13.00-14.00	Review exercise in small groups [#]	Reviewing of other sub-groups' descriptions.
14.00-15.00	Plenary discussion* [!] & working in small groups [#] (3-5 people)	Refining a draft outline for scientific publication, which has been prepared by the workshop organizers. Drafting the outline specific manuscript sections and reviewing relevant supporting literature in small groups.
15.00-15.30	Coffee/tea break	
15.30-16.30	Working in small groups [#]	Review of other sub-groups' manuscript section outlines, revision of own outlines.
16.30-17.00	Wrap-up End of face-to-face meeting*	How to move forward to the online part of the workshop: determining a plan forward for the manuscript outline.

* These plenary elements are recorded and shared immediately afterwards with online participants

[#] These small group sessions involve both online and offline groups[!] This plenary session involves online as well as offline participants

3. Online meeting (part 1)

The day after the offline meeting, the workshop organizers send the following information to all participants:

- Overview with links to recorded plenary sessions made during the face-to-face meeting
- List of criteria for developing observational coding measures
- List of criteria for reporting about observational coding
- Descriptions per criteria (including multiple variations)
- Manuscript outline
- Potential work plans for scientific publication

Global participants are instructed to work through these and write down their feedback. Global participants moreover receive a link to all the pre-recorded introductory pitches from all workshop participants, to become acquainted with each other.

The online meeting is held using an interactive online conference platform, such as Zoom. We integrate maximal interactivity, using breakout rooms, and polls. Moreover, we use an online collaborative platform such as Miro for interactive exercises. This enables us to jointly write down and visualize our ideas and the outcomes of our discussions. We have planned frequent breaks, created room for informal networking, and integrated energizer exercises to maintain high levels of energy and create a group feeling.

Day 4: PEER REVIEW & REVISION OF THE CRITERIA DESCRIPTIONS (Online)

Wednesday 15 February 2023

TIME* (CET)	Format	Topic
12.00-12.30	Plenary	Introduction and overview of the list of criteria
12.30-13.00	Plenary – feedback session part 1	Each of the global participants presents in 5 min. their main feedback on the criteria and descriptions of the criteria. Where necessary, other participants can ask clarifying questions.
13.00-13.30	Refreshment break + informal networking	Break, during which participants are enabled to informally network in small groups.
13.30-14.00	Plenary – feedback session part 2	Each of the global participants presents in 5 min. their main feedback on the criteria and descriptions of the criteria. Where necessary, other participants can ask clarifying questions.
14.00-15.00	Working in small groups (3-4 people, combination of local and global participants)	Discuss the provided feedback. Revise the list and descriptions of criteria
15.00-15.30	Refreshment break + informal networking	Break, during which participants are enabled to informally network in small groups.
15.30-16.15	Working in small groups	Review of other sub-groups' descriptions
16.15-17.00	Plenary – feedback session	Each of the global participants presents in 5 min. their main feedback on the manuscript outlines and work plans. Feedback is discussed within the full group.
17.00-17.30	Refreshment break + energizer	Break and brief energizer
17.30-18.15	Plenary discussion	Feedback is discussed within the full group, and action points are decided on.
18.15-18.30	Wrap-up End of online meeting part 1.	Summary of the outcomes of online day 1, action points for the coming period.

*Note: timings are preliminary, and will be determined depending on the geographical location of global participants, aiming to accommodate as many participants as possible.

4. Online meeting (part 2)

Two weeks before the second online meeting, the workshop organizers share with all participants a first draft of the scientific publication, which is assembled by the workshop organizers using the input from the meetings so far.

Day 5: PEER REVIEW AND REVISION OF THE MANUSCRIPT (Online)

Wednesday 31 May 2023

TIME (CET)*	Format	Topic
15.00-15.15	Plenary introduction	Summary of the outcomes of day 4, aims for day 5
15.15-16.30	Working in small groups, including refreshment break	Each of the groups is assigned one section of the drafted manuscript to discuss and revise
16.30-17.15	Working in small groups	Review of other sub-groups' revisions
17.15-17.45	Refreshment break incl. energizer	
17.45-18.30	Plenary	From each small group a spokesperson presents the main feedback on their section and clarifies where necessary
18.30-19.00	Plenary consensus seeking	Group consensus is sought about the optimal plan forward for publication, and other preferred steps to maintain our network (e.g., bi-annual meeting, other publications).
19.00-19.30	Workshop closing	Overview of where we started and where we have come, next steps and future plans.

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