

“WHAT” VS “WHY”

The Five-Hour Agenda. The Five-Minute Connection.

* We nail the logistics. * We miss the magic.

Quick Poll



Organizer

*I own the
spreadsheet and
the heartache.*

Quick Poll



Organizer

*I own the
spreadsheet and
the headache.*

Attendee

*I show up and
notice what's on
and what's off.*

Quick Poll



Organizer

*I own the
spreadsheet and
the heartache.*

Attendee

*I show up and
notice what's on
and what's off.*

Newcomer

*I clicked because
community
sounded good.*

ORGANIZING EVENTS IS SOMETHING I TRULY ENJOY.

“Should the announcement post have a rocket emoji or a sparkle? Or maybe... both?” 🤔

It's that behind-the-scenes familiar chaos

THE PEOPLE, THE PREP, THE INSIGHTS

- The classic five-people-across-the-globe conflict
- Debating if the poster background should lean more teal or more purple
- Scheduling a social media post for 6 PM, only to realize it's 6 PM in the wrong time zone
- Triple-checking if the Zoom link has the right passcode because I *still* don't trust it

That's the kind of chaos I sign up for, willingly.

Every. Single. Time. 



Hello everyone, I'm Priya Pahwa

- Software Engineer (Backend & DevOps)
- Session Organizer @Djangonaut Space
- Co-Chair, Fundraising Working Group @DSF
- Member, Code of Conduct Working Group @DSF
- GitHub Campus Expert
- GitHub Octern (SWE | Django)

The Human Element

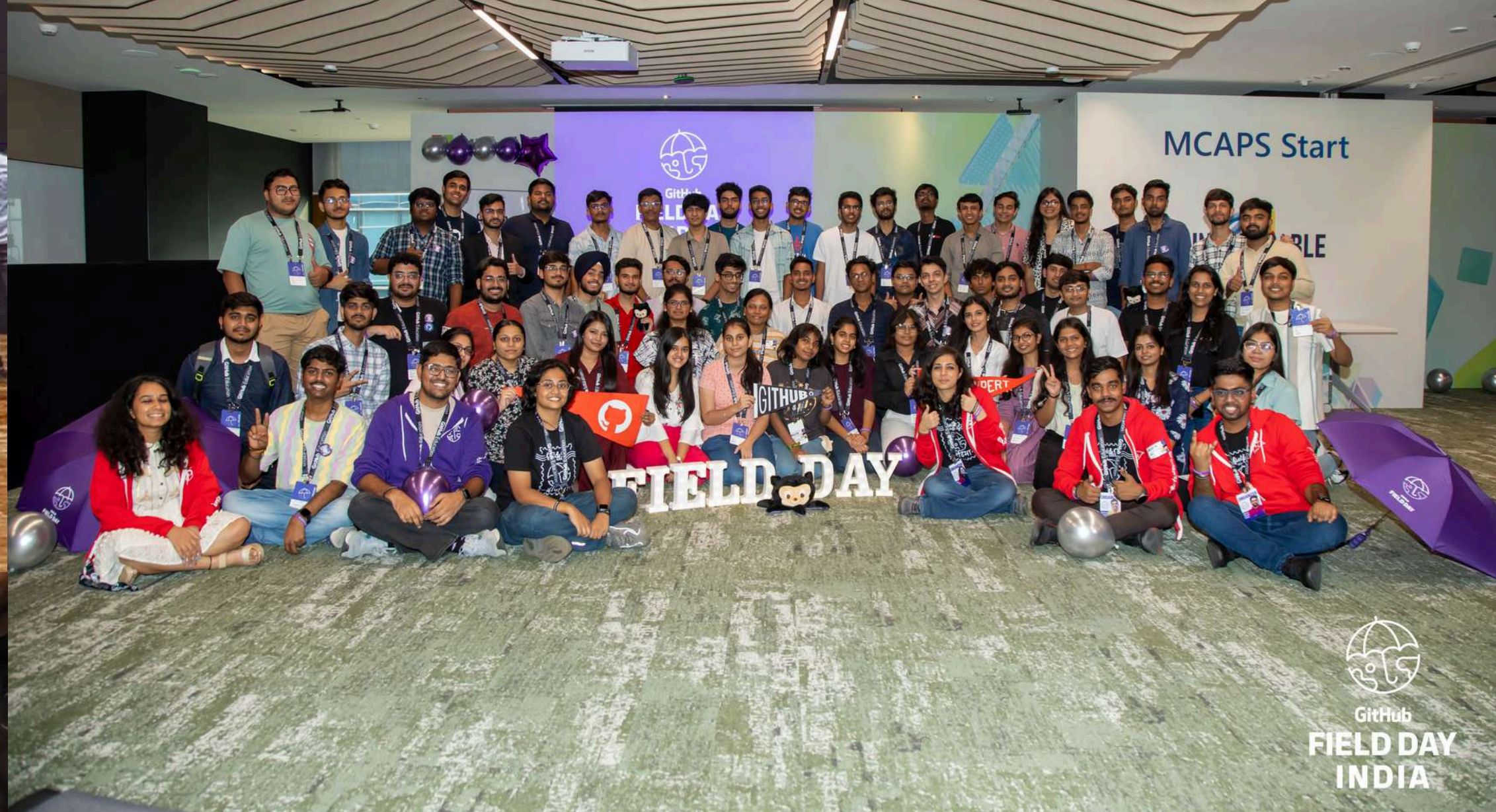
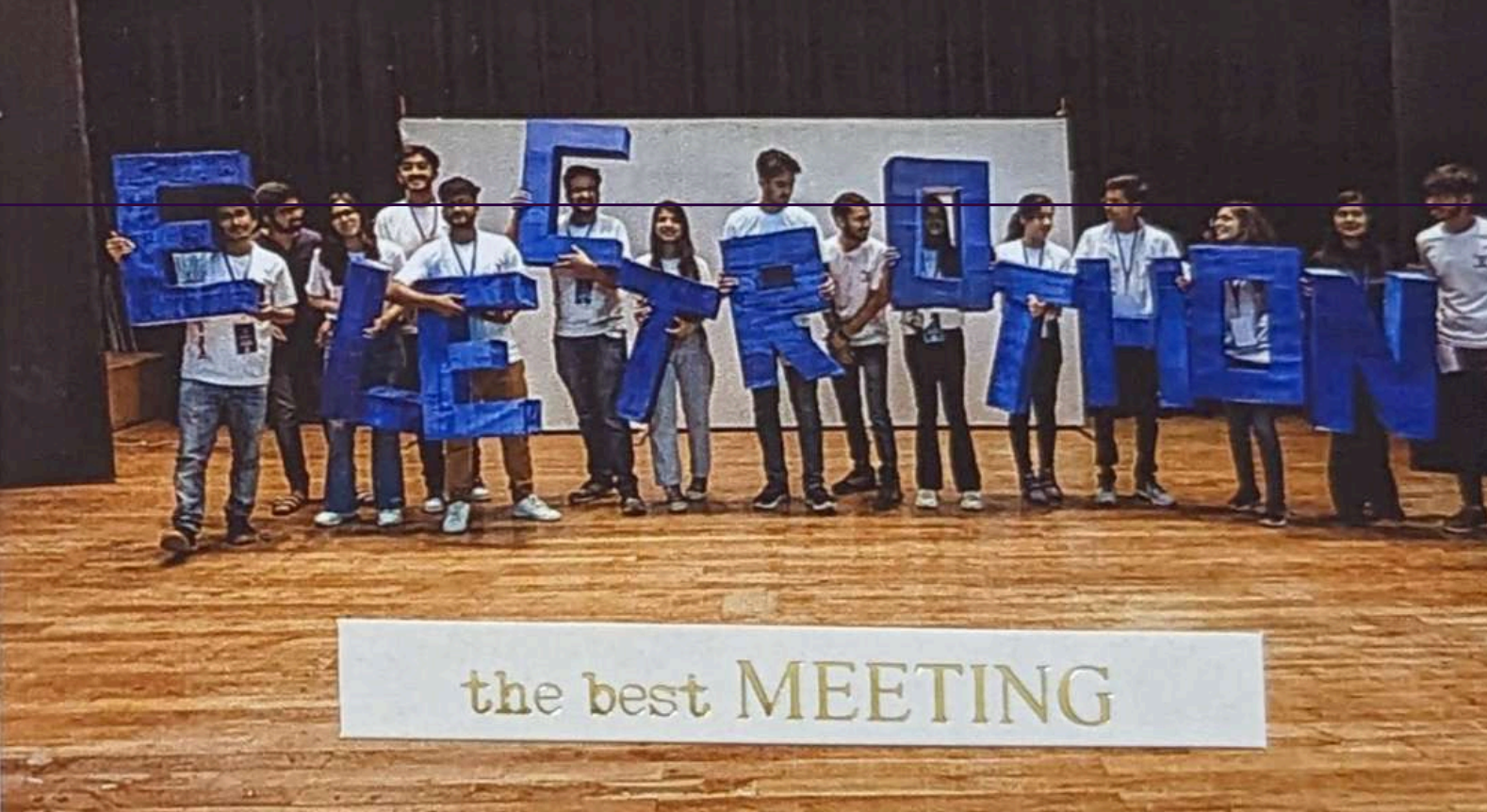
What are you designing for?

What feeling do you wish your last meeting had created?

The Real Job is Design

Belonging, Safety, Clarity, Ownership

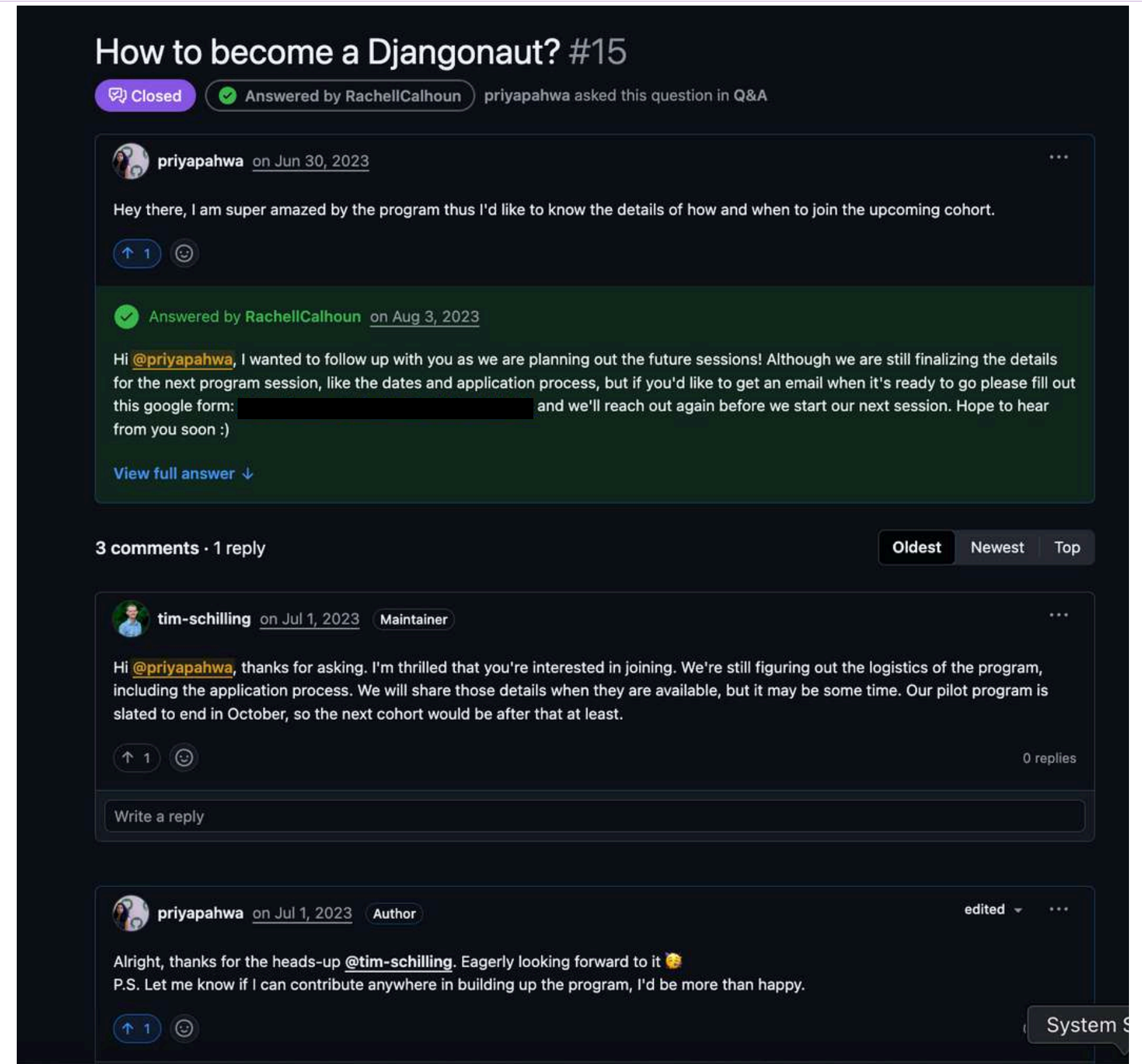
~~We over optimize logistics. We under optimize psychology.~~



The Start

A random GitHub discussion inspired me, and it turned into something I look forward to shaping again.

With each session, I picked up patterns (like constellations) that stuck. The kind you don't notice at first, but once you do, they help you navigate everything better.



DESIGNING A SAFE AND WELCOMING ORBIT

Organizing Djangonaut Space A Toolkit For Inclusive Events

...and the facilitation techniques that I've woven into my
event-organizing muscle memory



INCLUSION IS INTENTIONAL DESIGN

Djangonaut Space

8-week, global, open-source mentorship, potential leadership

NAVIGATORS

CAPTAINS

DJANGONAUTS

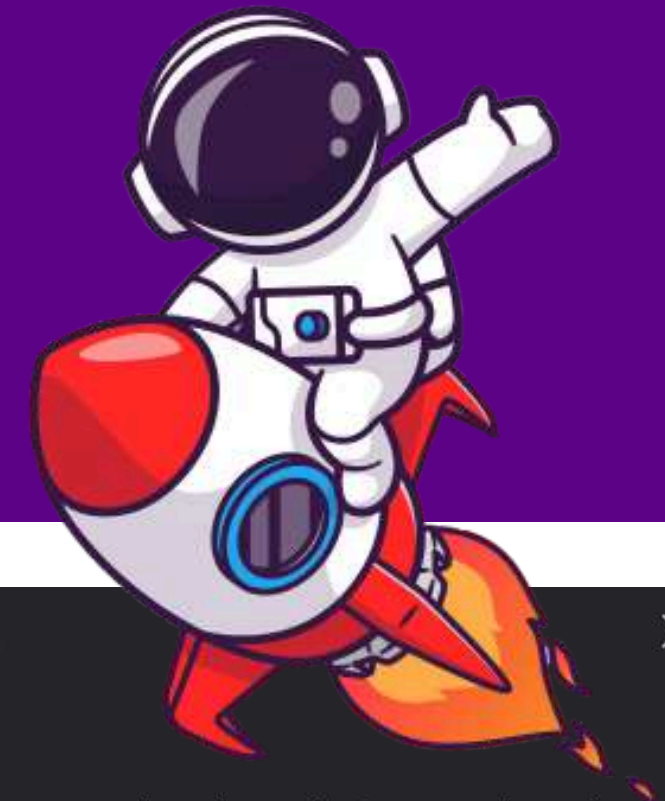
Four Core Pillars

Accountability • Connection • Inclusion • Sponsorship

~~"ANYONE CAN JOIN."~~

HEY, I THINK YOU'D BE GREAT FOR THIS. WANT TO JOIN US?"

Active Inclusion >> Passive Inclusion



Channel Topic

life

For everything we want to chat about that's not technical, professional or career related. Need some support or have a personal win to share? Here's your place. Or tell us why pineapple does/doesn't belong on pizza.

THE REAL WORK IS INVISIBLE. TONE. TIMING. CONSENT. CARE.

Consent Builds Trust

Consent is short-circuit trust. Feedback with Care.
It's easy to overlook, especially in digital-first spaces.



How to run it (3 quick actions):

- Are you okay being recorded or photographed?
- Can we share your name/photo on socials?
- Use the sandwich feedback algorithm while providing a feedback for volunteering work.

Don't just send the fix. Ask: "I noticed a potential issue with X; would you be open to some quick feedback on it?"

Structure Brings Sustainability

Too many events = overwhelm. Too little structure = confusion.
You don't need a rigid plan, but you do need guiding rails.

How to run it (3 quick actions):

- A reusable workbook with weekly focus areas
- Meeting notes with clear action items and work delegation
- Shared checklists, session timelines, and trackers

Document everything — every Future Organizer, including YOU, will thank you.

RAISE YOUR HAND IF YOU HAVE EVER BEEN IN A ONE HOUR
MEETING THAT COULD HAVE BEEN A VOICE NOTE?

Hold the Agenda, Honor the Idea

Design inclusion across time zones. Global Program ≠ Global Clock.
That's a fantastic idea; I'm parking it now.

→ How to run it (3 quick actions):

- Use tools like time.is or World Time Buddy, and share the link whenever discussing time
- Add a "Parking Lot" section at the top of your meeting doc or a separate idea box with OWNER + WHEN. Add items there immediately.
- Always post recording + 3-line summary within 24 hours and tag the Parking Lot items linked to the follow-up slot.

Huge idea drop mid-meeting: two things happen: the room pivots and your purpose vanishes. You can either let the meeting be hijacked, or you can validate the person and keep the goal.

Clarity Prevents Fear

TL;DR + ONE Next step on every announcement.

State the Purpose (What), Outcome (Why), & Process (How).

How to run it (3 quick actions):

- Use TL; DRs (too long; didn't read) for long posts — Next: owner/action/deadline.
- Put POP in the calendar invite body and pin it in chat.
- Scheduled nudges and message templates save mental bandwidth

Don't just broadcast. Make it embarrassingly obvious so silence does not hide in anxiety.

Tone = Safety

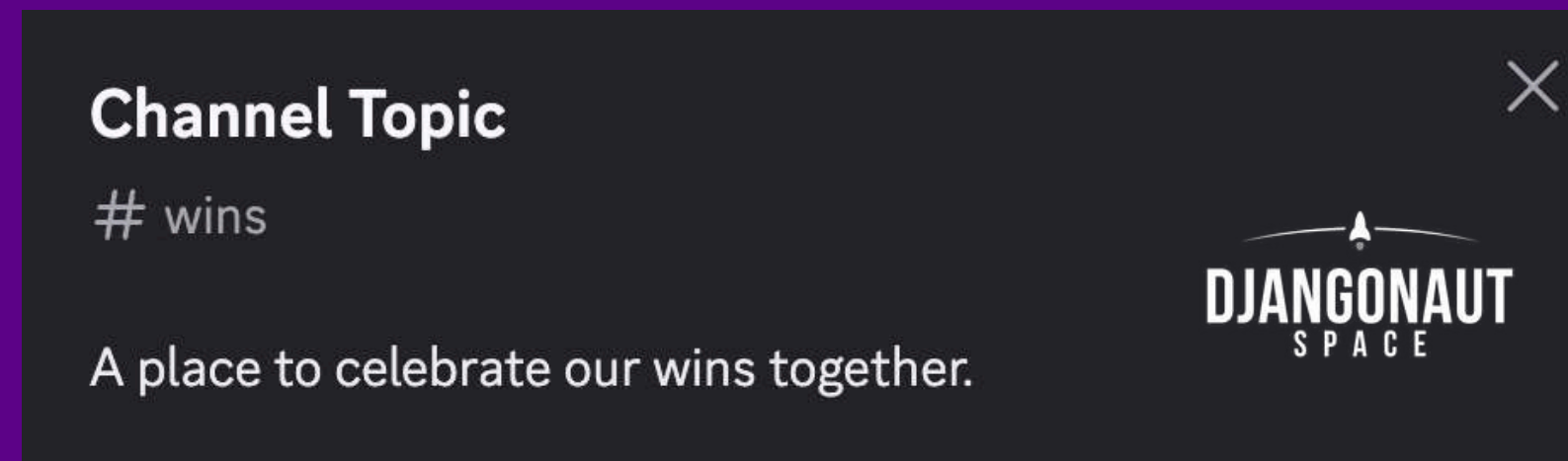
The golden rule? Treat others the way you want to be treated.

The platinum upgrade! Treat others the way they want to be treated.

How to run it (3 quick actions):

- Some folks love regular check-ins; others prefer space to breathe
- React with purpose — a 🧡 or 🚀 can show encouragement, acknowledgment, or momentum
- For in-person: use colored cue cards to indicate “I want to speak” / “I’m okay listening.”

Don’t assume. Ask and Adapt.



TURN TO ONE PERSON NEXT TO YOU.
SHARE ONE SMALL WIN FROM THIS MONTH — PERSONAL OR
PROFESSIONAL — 20 SECONDS EACH. GO.

Belonging: Rituals > Events

Normalize sharing blockers to hold space for vulnerability.

Technique: Six Thinking Hats (Separate Idea from Ego)

How to run it (3 quick actions):

- One-Speed-Fits-All? NO, but is there a critique? YES.
- Use a 2-minute timer per hat for short decisions; rotate hats for 10–12 minutes total.
- Put hat labels in the meeting doc or chat so remote people can follow along (emoji + short prompt).

Belonging is small and steady and when critique is needed, stop the free-for-all. Put on the hats.

SIX THINKING HATS

- The person facilitating the meeting wears a blue hat and can, at any moment, invite the group to put on any of the following hats, fulfilling specific purposes.
- White hat symbolizes bringing up facts, numbers, and objective information regarding the session.
- Red Hat speaks about your feelings and intuitions.
- Black hat is the one for criticism, difficulties, or pitfalls in the current plan.
- Yellow provides new ideas and suggestions to improve the proposal
- Green, the one with creativity, allows saying whatever comes to your mind.

Situation: Team stuck in a loop debating flaws vs solutions.

Solution: Assign hats.

DON'T CONTROL THE OUTCOME

Facilitate, Don't Force.
People connect more meaningfully
when they choose how.

SILENT LISTENING

- Divide participants into small groups to create initial proposals.
- Each group selects a spokesperson who rotates to another group to present.
- While the spokesperson presents, the audience listens silently — no interruptions.
- After the presentation, the listeners give feedback while the speaker remains silent and only takes notes.
- Spokespersons return to their original groups with collected insights to refine and improve the proposal.

What if you have diverse and inclusive perspectives on the platter at an early stage?

FUTURE BACKWARDS WITHIN THE COGNITIVE EDGE

- Teams are given seven colored hexagon notes to map: current state, past turning points, utopia, dystopia, past to utopia, past to dystopia, and accidents.
- Everyone writes their views, starting by placing the Current State (CS) note on the wall, then moves backwards by identifying events that led to CS.
- Next, the group imagines the best-case (Utopia) and worst-case (Dystopia) futures and places these on the right side of the CS.
- Teams then connect pathways: how to reach Utopia and how things could go wrong toward Dystopia, forming a visual map of possibilities.
- A spokesperson presents the map and reflects on insights, decisions, and trade-offs.

How to Get Everyone on the Same Page (Literally)

Technique, Technology, Tactic



PICK ONE CHANGE. RUN IT FOR TWO WEEKS.

ANNOUNCEMENT

TL;DR / Details / Next
(owner/action/when)

CONSENT

Quick check — are you okay if we
record & share highlights? (yes/no)

POP

Purpose / Outcomes / Process
(publish before invite)

WIN OF THE WEEK

1 sentence, weekly ritual

SILENT LISTENING

Present → stay silent → note
feedback → revise

RITUAL DISSENT RUNBOOK

3m pitch / timed dissent / 10m cool

Technique, Technology, Tactic



PICK ONE CHANGE. RUN IT FOR TWO WEEKS.

CRAZY 8S + DOT VOTE

8m ideation + 3 dots

SIX HATS

Timebox each hat 2-3m for quick moves

RETROS

After session: 1 quick fix + 1 long improvement

IMPACT/EFFORT MATRIX

Quick wins, Major projects, Fill-ins, and Tedious tasks.

TEACH-OK & BREAKOUTS

Teach! and the audience pairs up to re-teach it to each other

AFFINITY DIAGRAM & FUTURE BACKWARDS

Wall of Utopia and Dystopia

The One-Change Challenge

Don't overhaul everything.

Make one impact at a time, deliberately!

✉ To every Fellow Organizer, Navigator, Captain, Djangonaut, Stars, and Astronomers: thank you for the trust, the time, and the shared commitment to making this space welcoming.

Djangonaut Space has never been about timelines or tasks; it's always been about the community and contributions.



Djangonaut Space Session 4



ORGANIZING EVENTS IS SOMETHING I TRULY ENJOY.

And sometimes, yes, it's about
picking between a rocket emoji
and a sparkle. ✨

I didn't think I could do this. But this space helped
me believe I could.

Power of Intentional Design

The real success is the Ripple Effect.

You are not managing a meeting. You are cultivating future leaders.

Thank You

Open for Questions!