

WP2

SO-CLOSE

**FGs media
gathering proposal
30/10/2020**

TEMP



This project has received funding
from the European Union's Horizon 2020
research and innovation programme
under grant agreement No. 870939



Overview

The FGs begin in the core of the co-creation definition process, one of the most crucial and distinctive points of the project.

The present proposal's **objectives** are...

- To document SO-CLOSE's FGs process.
- To make a media crowdsourcing call.

...that would allow to:

- Have an interesting source of content and enrich the project's media & storytelling.
- Work with hands-on material from one of the few in-person interactions.
- Setup So-Close's Media Asset Manager

Balancing FGs confidentiality and anonymity requisites with documentation purposes...

- The “Image rights release and consent form for SO-Close” offers compliant way to generate usable content.
- The prior voluntary signing of the form, by participants is a prerequisite to take and use photos/videos.
- We are examining the option of creating one single merged document to serve both purposes.

Workflow description

- 0. Preparation steps → Define a **photographer** and a **specific person in charge** of the content gathering tasks for each cultural organisation.**
- 1. Beginning the FG → Image release consent form signing**
- 2. During the FG → Documenting the interaction**
- 3. Closing the FG → Media crowdsourcing call**
- 4. After the FG → Describing and uploading the material**

0. Preparation steps

→ Define a photographer and a specific person in charge of the content gathering tasks

- Taking pictures is a task that requires time and attention.
- A professional photographer would be the optimal option.
- Someone familiar with video/photography can also deliver the tasks following the guidelines.
- **That same person (or a different from each Cultural organisation) will be the responsible of centralising and documenting all the produced and gathered content.**

Setting the equipment.

- Audio recorder + DSLR or compact cameras
- Charged battery
- Sufficient memory available (preferably empty SD cards)
- Adjust the ISO to 400 or 800 if necessary, for interior spaces.
- Adjust white balance and avoid using any flash (look for the icon):



Contextualisation of the sessions capturing (photos and video) of:

- the localization where the FGs will take place
- the surroundings.

1. Beginning the FG

→ Image release consent form signing

- The form is a pre-requisite for taking and using any photos (follow the link + see Annex I)
- Clearly inform the group about the purpose of the documentation: *activities dissemination and narratives co-creation*.
- Participants who do not consent, must not appear in the photos.
- Decide which specific communication channels you will provide for the participants to reach you and send the content (mail & alternative channel).

- The signing of the relevant form must be completely voluntary and up to the participants.
- The lack of this prior written consent form, automatically means that the participant can by no means be recognizable in any media and his participation to the FG must remain confidential and anonymous.

2. During the FG

→ Documenting the interactions

Type of photographic compositions:

- context and localisation
- portraits
- back photos
- hands
- details
- working material as board notes, working documents, archival material used.
- **Take a look at the visual examples in next slide**

There are alternatives to taking face photos, that allow you to keep uncovered the people's identity.

Technical recommendations:

- Control the audio quality conducting tests before the FG day.
- Any DRL camera could work, you don't need a professional one, even a good compact digital could work, with a sensor minimum 20 M.
- Prefer horizontal shots.
- Look at ISO, flash recommendations p.4

2. During the FG

Visual examples of session's documentation.

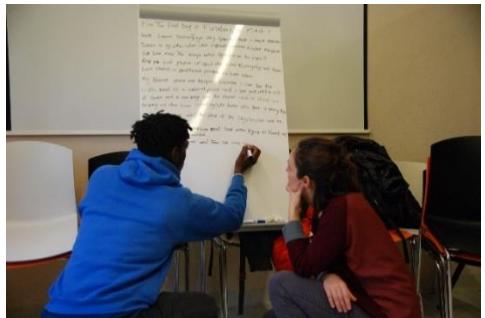


Figure 1. © Museu d'història de la immigració de Catalunya



Figure 2. © CliCme: "Senyes d'identitat: Retrats de dones".



Figure 3. © Mon Casas

3. Closing the FG

→ Media crowdsourcing call

Being already part of the co-creation process of So Close, participants that have signed a consent form are invited to contribute, sharing relevant content after the session's end.

We propose to explicitly ask for *3 or more media*, from each participant, related to:

- Content that illustrates the discussed themes and the narratives proposed.
 - Photos and videos of past and/or present themes discussed.
 - Texts and testimonies and other documentation on political issues they have dealt with, in the past or in the present.
 - Content to be used in the interactions proposed, objects, routes, localisations etc.
- Content that represents their own personal stories and testimonies.
 - A photo that reflects who they are in some way (hands, objects, landscape...)
 - A photo of their that reflects their past, present and future perspectives.
 - A photo of the community life and activities.

** Set a calendar to receive the material by the end of November and do a follow up if necessary.*

The central axis should be the locally prevalent subjects and themes selected.

Personal stories and narratives will be used as parts and illustrations of the narratives, that will be further developed in the design workshop.

3. Closing the FG

Narratives architecture

In order to facilitate the narratives structure we provide here some basic elements that compose a *narrative unit* and examples of themes related to the project. Defining these elements will allow to further develop the narratives and serve them by designing the optimal tools.

Narratives *Structural elements*

- Subject
 - Central concept
 - Associated ideas
 - Transformation/s need
- Related themes and events
- Setting and context
- Spatial and temporal coverage
- Groups involved
- Interpretations - collective and individual
- Central conflicts and questions
- User scenario/s: what can the tool's end-user do, watch & learn.
- Available assets: photos, videos, texts

Examples of subjects

- Community life and support networks
- Exile and diaspora communities, intellectual movements
- Physical and administrative borders
- Civilian targeting
- Ethnonational expulsions
- Forced displacements
- From refugees to citizens

3. Closing the FG

Visual examples of media to be gathered.



Figure 4. © Sara i Dabelyn, Ins Verdaguer



My little bit of comfort.

Wind broken Daffodil.

Laundry airing.



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Figure 6. Bosnia, June 1992 © Kevin Weaver (IWM)



Figure 7. Copyright free images

3. Closing the FG

Visual examples of media to be gathered.



Figure 8. © Carmen Pedraza Martínez: "Miradas hacia fuera"



Figure 9. © Alex, Ins Verdaguer



Figure 10. © Mon Casas

4. After the FG

→ Documenting and sharing the material

- Document the produced and gathered material.
- LaTempesta will provide guidance and technical support for uploading the material into the So-Close's Media Asset Manager (MAM).

** The copyright status of the archival material, that you may share is important.

** All crowdsourced content must be accompanied by the general corresponding consent form, signed once by each contributor.

Virtual encounters

Virtually conducted FGs, limit the documentation part in the following materials produced and collected during the session:

- whiteboards
- notes
- comments
- archive material* to illustrate the historical themes you will work on.

The media crowdsourcing call process would not be affected.

- At the end of the FGs you make the call, inviting the participants to share at least 3 photos each, illustrating the discussed themes.
- Explain the purpose of the call and the need to provide the signed image release consent form
- Provide with a specific mail address and an alternative communication channel where you will receive the material.
- The selected person in charge from the organisation gathers and documents the produced and send content.
- All files are saved in the So Close Media Asset Manager (TEMP support).

Thank you for your attention!

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SoClose

Partners:



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UNIVERSITAT AUTÒNOMA DE BARCELONA PHOTO, VIDEO AND SOUND RECORDING RELEASE AND CONSENT FORM FOR SO CLOSE

<i>Project</i>	SO CLOSE (Enhancing Social Cohesion through Sharing the Cultural Heritage of Forced Migrations)
<i>Main Researcher</i>	Javier Rodrigo Sánchez – Dept. of History, Autonomous University of Barcelona
<i>Ethical Adviser</i>	Ainhoa Flecha - Dept. of Sociology, Autonomous University of Barcelona
<i>Description</i>	SO CLOSE is a research funded by the European Commission H2020 Programme that has the aim to collect the experiences of former and current refugees in Europe and to design interactive tools for the preservation of cultural heritage.

By signing this Photo, Video and Sound Recording Release and Consent Form, I am irrevocably giving permission to the Regents of the UAB officers, agents, employees, successors, licensees, and assigns to take and use photographs, video or sound recordings of me for the following project: SO CLOSE. This is completely voluntary and up to me.

My consent to the use of the photographs, video and sound recordings and my image, likeness, appearance, and voice is during undetermined time, but I acknowledge that the information will be managed by and saved in encrypted data coordinated by UAB. I will not receive compensation for the use of my image, likeness, appearance, and voice now nor in the future. The University may use the photographs, video and sound recordings containing my image, likeness, appearance and voice in any manner or media, including web pages, interactive platforms, virtual and physical museums. The photographs, video and sound recordings may be used in whole or in part, alone or with other recordings. The photographs, video and sound recordings may be used for any educational, institutional, scientific or informational purposes whatsoever, but not for commercial uses. The University has the right and may allow other members of SO-CLOSE Consortium to copy, edit, alter, retouch, revise and otherwise change the photographs, video and sound recordings at the University's discretion. All rights, title, and interest in the photographs, video and sound recordings belong solely to the Regents of the UAB.

I further give permission to the University to use my name, biography, and any other personal data, events, or other material in or in connection with any such uses of the photographs, video and sound recordings.

I understand and agree to the conditions outlined in this photograph, video and sound recording release and consent form. I irrevocably give consent to the Regents of the UAB and the University's officers, agents, employees, successors, licensees, and assigns forever to make use of my image, likeness, appearance, and voice in photographs, video and sound recordings as described above. I acknowledge that I am fully aware of the contents of this release and am under no disability, duress, or undue influence at the time of my signing of this instrument.

This research respects the European General Data Protection Regulation (GDPR).

- I agree with the audio/video recording and photographic production for research and diffusion purposes.
- I agree with the use of literal quotes of my interventions with no mention to my name.
- I agree with the use of the audio and video recordings for purposes of research dissemination as long as mechanisms to guarantee my privacy and security are adopted.

Main researcher: Javier Rodrigo (Javier.rodrigo@uab.es)

Ethical adviser: Ainhoa Flecha (Ainhoa.flecha@uab.cat)

Name of the participant Date Signature

Name of the researcher Date Signature

Partners:



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