

Geography Workshop Presents

HGRG_RGS 2022 Virtual Writing

Retreat

Monday 10th January –

Wednesday 12th January

Inclusive

10:00 – 21:00 GMT

Welcome and introduction

Geography Workshop's first virtual writing retreat of 2022 will run

between 10:00 GMT – 21:00 GMT

Monday 10th – Wednesday 12th

January inclusive. This is organised on behalf of the Historical Geography Research Group of the Royal Geographical Society.

The intention over the three days is to support scholarly research writing ambitions at the start of a new calendar.

Creating a safe, accessible and supportive collegial virtual space is intended to give focus, community connection and encouragement, enabling scholars from around the globe at all stages of their research and writing careers to find collegial connection while working on their individual research and writing ambitions.

Scholars ranging from undergraduate wishing to complete essays, postgraduates working on independent research projects, postdocs completing papers, non-tenured academic researchers and

independent scholars wishing to complete writing projects or tenured academics wishing to find connection while working on writing up work have all found these sessions of value and this now marks the fifth year it has run and it has become in recent years a much looked forward event in the academic year of the Historical Geography Research Group of the Royal Geographical Society

You are welcomed to join in as much or as little as you are able either in real time or at times suitable to your geographical location and to share progress and writing plans via social media (Twitter #HGRG_VWR2022. Please include @Geo_Workshop and @HGRG_RGS so that we are able to connect with you).

There are three ways you can join the virtual writing retreat:

- 1) Download the virtual writing retreat general overview booklet (this booklet!). This gives general hints and tips in how to plan writing goals for yourself over the three days that will serve YOU and your wider scholarly ambitions for the following year. Spending time on your specific goals and objectives will help in shaping the specific ways you use your time and resources during the virtual writing retreat. Know that you are working alongside others can provide motivational support, but there is no need for you to connect if you do not

wish to. This event aims to enable you to serve your writing and scholarly goals. That is what remains important. If you are unable to join us due to the timing of the sessions, please do consider joining over the three days when you can and connect via social media. We plan for greater inclusivity in the virtual timings of our sessions in future plans for 2022. Please follow @geo_workshop on twitter where these updates will be posted.

- 2) Should you wish to share your experiences and progress during the virtual writing retreat, you can connect and share your progress via twitter. We will be tweeting throughout the three days #HGRC_VWR2022 and add @geo_workshop. Feel free to connect during this time, remembering that the core of our work is to support, encourage and enable ALL. Please ensure your comments are constructive and collegially supportive.

These first two options are free of any charge because at Geography Workshop we wish to create space for all to engage and connect. If you like the spirit and ethos of what we are making, we would be very pleased to accept donations towards organising costs and these can be made to Geo-Workshop via

our Ko-fi account <https://ko-fi.com/geographyworkshop> As with all our work, we donate a % of our donations to charities we align with. As with 2021, we continue to share 20% of all donations equally between the two humanities charities we supported last year, Arts Emergency (<https://www.arts-emergency.org>) and The Black Curriculum (<https://theblackcurriculum.com>). Further details about their amazing work can be found on their websites

- 3) The final way you can join and hold yourself accountable is to register via Eventbrite. This way is encouraged if you would like to work in the virtual visual company of other scholars. Screens can be kept on or turned off, but in previous virtual writing sessions attendees have noted how logging on and turning up has provided additional accountability for undertaking their work. There are limited free places for non-tenured and low income scholars, but those who are in secure tenured employment are asked to pay the full price for attending each day via Zoom link which you will receive on registering. Dr Jo Norcup will be hosting all three days and be writing along with you on screen.

These diverse virtual writing spaces has been organised with the central

purpose to connect scholarly communities of practitioners. We all write and work differently and have our own set of situated circumstances and resources available to us.

Know that you are welcomed and encouraged to join in ways that are

most supportive of your own preference so support your scholarly writing ambitions and connect with global historical geography practitioners



Geography Workshop Virtual Writing Retreat 2022

e-booklet

Preparing for GW / HGRG 2022 Virtual Writing Retreat

This booklet offers some general practical tips on how to plan for success for how you design your time on this non-directed virtual writing retreat.

Please bear in mind the following guidelines are general suggestions and if you are going to make the most out of the time you set aside to write during these dedicated times, it is important that you prepare in advance. This short booklet updated for the Geography Workshop / Historical Geography Research Group of the Royal Geographical Society in January 2022 will help and gives specific times and days for this year's virtual writing retreat in a table towards the end of this booklet.

Before the Virtual Writing Retreat begins

A couple of days before the Virtual Writing retreat, make sure you plan your days, time and resources in ways that support your progress so that time spent joining the virtual writing retreat is productive and affirming for you.

Practicalities

Make sure you let those in your living space aware that you are undertaking this virtual writing retreat. Carve what time and space you can out for this writing work in a way that supports your circumstances and optimises your capacity to write. The timetable for the three days will be broadly between 10:00 and 21:00 GMT Monday 10th – Wednesday 12th January 2022. This timetable (see later in the booklet for the timeslots) is entirely moveable for your needs. While scheduled times for breaks and lunch / tea are stated as a guide but if you need to have your breaks at other times, that is fine. As long as you are aware before you begin of the time you will have to write, then you can plan what you aim to achieve during the sessions

Goal Setting, Targets and progress tracking during the virtual writing retreat.

We suggested that you get yourself your planner / diary, a drink and complete each section of this booklet to help focus your intentions for what you would like to achieve during the time you join the three-day virtual writing retreat.

These will fit somewhere amidst your broader writing and scholarly goals for the year ahead, so make sure you have these in mind as you plan for the three days what your overall target might be by the end of the three days.

You set your goals for the time you are involved with the virtual writing retreat. Consider how you work best in setting targets based on the writing work you will be working on. If it is word count, consider noting down the number of words completed after each 50-minute writing session, and then at the end of each day. This will give you a clear sense of writing progress. If it is editing, consider a checklist target setting to ensure you are editing what you need to for the piece you are writing.

Be prepared as you go through goal setting and target planning for the three days to alter your target as needed. Be kind to yourself and the process. Writing and wordsmithery takes time, effort and energy. It is better to plan for less over the three days than to over plan what you might achieve, but if you do plan to do more and don't achieve it over the three days, you will have a greater sense of the writing work you will need to do in subsequent weeks and months

Goal-Setting

This is a virtual writing retreat so the intention is that you are able to spend time attending to the writing goals you have. Consider what these might be for you during the virtual writing retreat. You might want to consider your broader writing priorities for the forthcoming year.

Note these writing goals down in the space below or in a similar table in your planner and add as much detail as you can to all of these

Goal	Title and specific work needed to complete the goal	Deadlines / When you need to complete this goal by?
1		
2		
3		

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Target-setting

Look at the information you have put in the goal-setting table.

Consider how you are motivated to write and the most suitable monitoring of target setting to achieve this goal. Is it monitoring number of words written? Is it timed – task oriented (for example, complete a paragraph on x in 50 minutes?)

Using the template below, take one goal you have identified, and work out the most productive way for you to set yourself targets to monitor your writing progress throughout the virtual writing retreat

EXAMPLE TABLE

General Goal [write title here] EXAMPLE EDITING A BOOK CHAPTER			
<p>EXAMPLE Editing a book chapter</p>	<p>Work through the chapter comprising of 8 sections, copy edit any typos, edit writing style, fact-check information, double-check references and citations, edit abstract,</p> <p>What I will need: Publication style guidelines, Draft of paper Any references I used to check on details</p>	<p>Set myself a time limit suitable to each section of chapter. Split time across virtual writing retreat appropriate to each section</p> <p>Allocate time accordingly prior to start of virtual writing retreat, so that all 8 sections are given suitable time. Write list and tick off when section is complete.</p> <p>Note down what is needed for each section so all resources</p>	

		needed are to hand	
Task	What you need to do / what resources will you need with you to complete this task?	How will you know when you have successfully completed your task?	Duration / time scale – how long will you need to complete the task
TASK AND TARGET SETTING EXAMPLE THAT ENSURES YOU COMPLETE YOUR GOAL 1 Copy edit / check references in bibliography	Resources and references I used.	Complete entire check through of footnotes, end notes, making sure details are accurate and in line with publishing requirements regarding formatting.	In first instance, give myself 3 x 50 minute sessions. Return to this task when doing final checks before submitting the paper
5 Edit introduction and abstract	Reduce introduction by 400 words	Word count will have reduced to xxx [whatever your specified word count might be]	
Add as many rows as you need appropriate for your tasks and targets to support your planned work during the writing retreat			

SETTING GOAL / TARGETS – TABLE TEMPLATE

Using the previous example table as a guide, plot out each of your writing goals by copying the following template.

General Goal [write title here]		
OVERVIEW OF what you need to write to complete this goal	In as much detail as possible note down every stage and aspect of what you will need to do to complete this (bullet	Set a time limit or word count for each task. Apportion time you have available in your virtual writing retreat according

	point tasks in order of work needing completing)	to what you are working on. BE REALISTIC better to have less and complete task than be over-ambitious
Task	What you need to do / what resources will you need with you to complete this task?	How will you know when you have successfully completed your task?
1		
2		
3		
4		
5		

[feel free to add additional rows if this is necessary for your task]

Consider the resources of time that you will have over the three-days. What can you realistically set as a target? Is it completing a draft of a chapter? Beginning a new chapter? Beginning a new article? It might be that you are already working on one or two writing projects that you wish to complete or else are beginning something new. Break down in bullet points the things that you know you need to attend to in order to make progress with your prioritized writing goal. Break down each phase of what you will need to do in a series of bullet points below.

If it is necessary, break each bullet-point down into more specific detail. For example, if your aim over the three days of virtual writing retreat is to write a chapter of a book / thesis, consider what elements of the chapter you need to write. Have you undertaken the background reading for this? Do you have all the empirical data to hand? If you wish to make sure you spend your time writing, make sure you have all materials you need with you for this task. Are you editing a draft? Might you need to have other materials to hand to assist with the fact-checking? Do you have all the necessary information handy to ensure you are formatting and copy-editing your piece of writing? The more details you have to hand the greater capacity and understanding you will have to complete your tasks, if not during the virtual writing retreat, then in your subsequent scholarly writing.

Use Goal and Task setting table outline to help you plan the work you need to complete each writing goal you have.

Food and snack prep, exercise and outdoor breaks

The brain needs feeding, so for this retreat we suggest that the weekend before you try to prepare yourself main food and snacks to consume while the writing retreat takes place. Food prepping is especially important if you do not have anyone else cooking for you in your household, so take the opportunity to plan for nutritious snacks. Making them the weekend before the retreat can be a creative task and with nutritional food prepped and put in the freezer / fridge beforehand will give you greater time to concentrate on your writing in the knowledge that you are feeding your body with nutrient rich foods. These foods do not have to be expensive. Use tinned or store cupboard staples (lentils, beans, nuts and seeds, tinned veggies, rice, pasta, etc.). snacks such as biscuits, cakes, popcorn, dried fruit and nuts, homemade flapjacks, can all help power your writing. So plan your food for the three days so that you feed yourself well to write well.

Exercise and outdoor time

The schedule for the writing retreat is suggested only. While there are a number of 50 minute sessions, you do not need to write in them all. Make sure you schedule time for a walk outside or else time to do some yoga, stretching, or exercise at two or three times during these long writing days. Time outside will refill your energy levels and help sustain you.

Make sure you end your daily writing session at a point where you are eager to continue writing as this will make returning to it easier, whether that is the next day of the virtual writing retreat or after the retreat has ended. Celebrate what you have achieved not what you haven't. We work in an academic climate that demands more, often to the detriment of our wellbeing. This retreat is a space for you to work and acknowledge your progress and process. So celebrate what you have achieved at the end of the day, and if you need to realign your targets and work for the next day, realign it. Stay focused on the good work you are accomplishing. Also make sure when you finish for the day to take time – at least an hour – to wind down before you go to sleep (your brain will have been working hard – you will need it!). Try not to turn your screen on again. Take some time to do something entirely different, it may be putting the kids to bed, having a chat with members of your household, listening to an audiobook, having a bath, drawing, connecting with friends / family (ideally not via a screen!), or taking some time playing with a pet. Ease yourself into a relaxed state ready for restorative sleep in order that you can be as productive as possible the following day.

GW / HGRG_RGS Virtual Writing Retreat Timetable 2022.

Please note that these are the times the ZOOM Virtual Writing retreat will take place. The days are purposefully long so that scholars in different time-zones across the globe might join in. Join for as much or as little time as YOU can for YOUR needs.

The Virtual Writing retreat writing sessions will take place each day across the times below

Session	Time zone (GMT)	EST	CET
1	10:00 – 10:50	05:00:- 05:50	11:00 – 11:50
2	11:00 – 11:50	06:00 – 06:50	12:00 – 12:50
3	12 :00 – 12:50	07:00 – 07:50	13:00 – 13:50
Break 1	13:00 – 14:00	08:00 – 09:00	14:00 – 15:00
4	14:00 – 14:50	09:00 – 09:50	15:00 – 15:50
5	15:00 – 15:50	10:00 – 10:50	16:00 – 16:50
Break 2	16:00 – 16:30	11:00 – 11:30	17:00 – 17:30
6	16:30 – 17:20	11:30 – 12:20	17:30 – 18:20
7	19:00 – 19:50	14:00 – 14:50	20:00 – 20:50
8	20:00 – 20:50	15:00 – 15:50	21:00 – 21:50

You can attend as many sessions as you need over the three days.
Take breaks as you need them. The virtual Writing Retreat is designed to be flexible to support your needs. Future Geography Workshop Scholarly Writing Sessions in 2022 will be designed to cater for a range of global time zones to support the scholarly needs of historical and cultural geography practitioners. Please check on twitter @geo_workshop or follow our Kofi account for future sessions
Good Luck and thank you for joining in!

Preparing for Virtual Writing Retreat: Checklist

Tell people when you will be committing to your writing so that those in your household / company are aware you are taking part.

Complete the goal and tasks table, and then look at the times you are able to join over the three days. What can you realistically achieve? How might you plan for continuing your regular scholarly writing after the retreat?

Prep any meals and snacks the weekend before the retreat so you know you will have nutritional sustenance throughout.

Make sure you have all the notes, reference books and materials ready for the start of the writing retreat

If you would like to connect with the community of scholars taking part via social media, please use the hashtag #hgrg_vwr2022 and also add @geo_workshop. You can update once a day, maybe use it to hold yourself accountable should you wish to share progress however you are measuring this.

Don't forget that Geography Workshop runs a weekly #SundayScholarlyWritingSessions for 50 minutes every Sunday evening (8 – 9pm GMT). Further details can be found via our twitter account and on our website <https://geographyworkshop.com/events-workshops/>

If you find this event useful and would like to give feedback, please do email info@geographyworkshop.com or else direct message us on Twitter @geo_workshop.

This event has been organised and initiated by Dr Joanne Norcup of Geography Workshop for the collegial community on behalf of the HGRG. This is an unpaid role and donations for this work are gratefully received with 20% of all donations being split between our chosen charities. <https://ko-fi.com/geographyworkshop>

