



CYBERWOMEN



**Closing and review
exercises**

Closing and review exercises

**INSTITUTE FOR
WAR & PEACE REPORTING**



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Witch coven

- **Objective(s):** To help raise participant energy levels and keep the group stimulated. it provides a welcome break from technical training content, while still connecting to digital security themes.
- **Length:** 10-15 minutes
- **Format:** Exercise
- **Skill level:** Basic
- **Required knowledge:**
 - None required
- **Related sessions/exercises:**
 - Her-story of technology¹
- **Needed materials:**
 - Chairs (exactly one less than the number of participants)

¹<https://cyber-women.com/en/rethinking-our-relationship-with-technology/herstory-of-technology/>

Leading the exercise

1. Ask the group if they are familiar with the game “basket of fruits” (if not, “musical chairs” is another close reference) – explain that this game is a slightly feministified version.
2. Have the chairs arranged in a circle, and invite participants to have a seat – there should be one less chair than there are participants, so one person will remain standing.
3. Assign each participant with the name of an outstanding woman in the her-story of technology or feminism (your choice) – you can even use the same women that you covered together in the session Her-Story of Technology. Assign the same name to multiple participants.
4. Explain to the participants what a witch coven is – a night meeting of witches, where they tell stories and cast spells – and tell them that together you’re going to have a witch coven of your own!
5. Start the coven by beginning a (made-up) story about some of the women in technology you’re honoring:
 - Each time you mention one of these women’s names, the participants who have been assigned that name must quickly change their seats (the one participant who is standing gets to sit down).
 - The participant who is left standing must now continue making up the rest of the story until they mention another name and participants change seats again.
 - If at any point in the story the word “coven” is mentioned, this means that everyone must quickly get up and change seats.
6. Repeat the steps above several times until all the women’s names have been called, or until everyone has had the chance to tell part of the story.

The cauldron

- **Objective(s):** To even out the participation playing field. in a group setting, some people tend to speak more than others - this exercise raises awareness of that fact, while inviting participants who have not spoken as much as others to do so.
- **Length:** 15-20 minutes (depends on group size)
- **Format:** Exercise
- **Skill level:** Basic
- **Required knowledge:**
 - None required
- **Related sessions/exercises:**
 - None
- **Needed materials:**
 - Pre-cut slips of paper (3-5 per participant)
 - Bowl or basina
- **Recommendations:** The cauldron can be useful throughout your training – if introduced at the beginning of the workshop, you can use this exercise each time you ask the group a question during a session. that way, everyone has a chance to speak more often, and those who may be shy about answering questions are given the opportunity to get more comfortable. this exercise will revolve around a group

discussion, which can be about anything; however, it works especially well if the discussion focuses on a topic from the training. you can introduce a new topic, or you can use this exercise as a review for a previously discussed one – the choice is yours.

Leading the exercise

1. Have participants sit in a circle, arranged around the bowl or basin – this will be the cauldron. Give everyone 3-5 slips of paper.
2. Explain the rules for the discussion: every time someone speaks, they must throw one of their paper slips into the cauldron. Once a participant runs out of paper slips, they can no longer speak.
3. Introduce a topic, and facilitate the discussion by asking a series of questions to the group. For example, if the topic is malware and viruses, you might ask the following:
 - What is malware?
 - What are some different kinds of malware that you know of?
 - Are there any operating systems that are immune to malware infection?
 - Has your computer or smartphone ever been infected with malware? If yes, how did you know?
 - What are some ways that we can protect our devices from malware infections?
4. Continue the discussion until everyone has run out of paper slips - you can reactivate the conversation if you wish, by moving on to a new topic and handing the paper slips back out to everyone.

Feminist flowers

- **Objective(s):** After an intensive day of digital security training (especially true of the first day or two) lead participants through this exercise to motivate and inspire them to keep going.
- **Length:** 10 minutes
- **Format:** Exercise
- **Skill level:** Basic
- **Required knowledge:**
 - None required
- **Related sessions/exercises:**
 - None
- **Needed materials:**
 - Small slips of paper
 - Pen
 - SFlowers (real or paper/plastic)
- **Recommendations:** This exercise can be done multiple times throughout the training – you can end the first day or two in case you do not find natural flowers here you find a simple tutorial: <https://www.youtube.com/watch?v=eunyko9wfae>

Leading the exercise

1. Before beginning this exercise, you will need to do some preparation ahead of time:

Write short messages of encouragement on small slips of paper – here are a few examples:

- After this experience, I will not need a “technician” any longer.
- There is a community of women/feminists, and they have my back.
- I take a deep breath, and I reset my computer.
- I can do this - I’ve done much more difficult things before.
- My devices have no superpowers over me – I am in control.
- The only person who can decide how I practice digital security is me.

Once you’re done writing these out, deposit each slip of paper inside one of the flowers.

2. Have the group sit in a circle, and ask them – How often do you feel frustrated or overwhelmed with technology? Remind everybody that this is totally normal, despite some of the challenges we face as women and human rights defenders.
3. Go around the circle and give each of the women one of the flowers – have them hold on to these, but ask that they not open them just yet.
4. Tell the group a story about a frustrating experience you’ve had as a trainer, or from when you first entered the digital security field. Tell them you can relate to their experiences with technology challenges, and remind them that there is nothing they cannot overcome by working together.
5. Now, ask participants to open their flowers – go around the circle and have each woman read aloud the message they find inside. Ask if they want to share any of their feelings or takeaways from the day, and if they want to share what their message means to them.

Magic circle

- **Objective(s):** To provide a closing, for a training process or individual session, in which participants set an intention to continue sharing with others what they have learned.
- **Length:** 30 minutes
- **Format:** Exercise
- **Skill level:** Basic
- **Required knowledge:**
 - None required
- **Related sessions/exercises:**
 - None
- **Needed materials:**
 - Paper and Pen

Leading the exercise

1. New knowledge or experiences are made much richer shared and complemented with other people. Explain that the purpose of this exercise is for participants to set an intention to continue sharing with others

what they have learned during the training process.

2. Invite the group to form a circle - they can be seated on the floor, in chairs, or standing, what is most comfortable for everyone.
3. As this exercise is called Magic Circle, begin the exercise by talking about some of the traditional symbolism and significance of the circle:
 - Rituals have been celebrated and observed using circular arrangements since prehistory - it was believed that through the energy emanating between people in a circular pattern, evil spirits were exorcised and good spirits remained;
 - In a circle, people are all visible to one another at equal distance – each person occupies the same level and plane as everybody else, and leadership is not disputed – it is trusted;
 - Circles place the flow of energy in balance, with everybody giving as much as they receive; nobody comes first and nobody comes last – all become one and equal.
4. Invite participants to each write on a piece of paper something they are willing to share with the person to their right – this can be anything: a thought, a song, a poem, or something they learned during the training that is important to them. Once everybody has written something, ask them to fold their papers in half.
5. Each participant should have in their right hand the folded paper they wrote. Explain that the right hand symbolizes an individual's ability to help others, and the left hand symbolizes their need to exchange - everybody should now join hands in the circle, with each person's right hand joined with the left hand of the person to their right.
6. Everybody should now give their written message to the person on their right, passing it from their right hand into the left hand of the recipient.
7. Everyone should now read the paper they've received – they can either do this out loud, or quietly to themselves.
8. As they read their messages, speak to the group about the idea of sis-

terhood - the love between women in which all are perceived as equals and as allies, building solidarity from violence, inequality and injustices faced and changing each other's realities for the better. Explain that together, you are all supporting each other in sisterhood by sharing knowledge and insight with one another.

Charades

- **Objective(s):** Trainings are often quite intensive, providing a lot of information to absorb in a relatively short time. this exercise is tool that you can use to test participants' knowledge and comprehension while simultaneously offering a fun and relaxing environment for de-stressing.
- **Length:** 15 minutes
- **Format:** Exercise
- **Skill level:** Basic
- **Required knowledge:**
 - None required
- **Related sessions/exercises:**
 - None
- **Needed materials:**
 - Digital Safety Tool Figures¹
 - Tape or clothespins
 - Music (to play in the background)
- **Recommendations:** In case some participants have trouble guessing their digital security tool figure, and others have already completed the

¹https://cyber-women.com/en/downloads/figures_fichas_adinanzas_caja_herramientas.pdf

exercise in their pairs, those who have finished can help others guess which figure they've been given.

Leading the exercise

1. Have participants all stand in a line, with their backs facing you – using tape or a clothespin, fix one of the Digital Safety Tool Figures onto the back of each participant. Make sure that nobody sees which figure has been given to them!
2. Once finished, ask participants to arrange themselves in a large empty space in the room (or to create one by removing chairs or desks). Explain to them that the figure on each of their backs represents a concept or tool that they have discussed during the training.
3. Put on some music – participants should now move freely throughout the space. They can stretch out, dance, walk, or otherwise move about however they wish (but they must remain in motion). Explain that when you stop playing the music, everybody must also stop and remain in place.
4. Stop the music and ask each participant to partner with the person they find themselves closest to. One participant must show her back to the other person, who will then attempt to communicate – using only gestures or body expressions – the word or concept that is on their back. Once the participant guesses correctly, they will now switch places with their partner and repeat the process - the exercise ends once everyone has guessed correctly which digital security tool figure is on their back.

DigiSec rally

- **Objective(s):** To close out the training on an energizing note, you will lead participants through a dynamic grand rally adventure to review the digital safety knowledge they have learned.
- **Length:** 45 minutes
- **Format:** Exercise
- **Skill level:** Basic
- **Required knowledge:**
 - Varies, depending on what has been covered during the training.
- **Related sessions/exercises:**
 - Varies, depending on what has been covered during the training.
- **Needed materials:**
 - Large open air space, or indoor space with different rooms and corridors.
 - Pre-printed question sheets (one for each participant).
 - Pens and paper.
- **Recommendations:** The content of the cases you use for this rally will depend on the content that has been covered during the training – as this is meant to be a comprehensive review exercise, the rally is best done towards the very end of a training. the rally is also test for you as the trainer to identify where participants' strengths lie, and in which

areas they may need further training or support. the rally is designed to provide participants with a practical, hands-on opportunity to immediately apply what they've learned during the training – for this reason, the cases provided to participants for this exercise (example cases for you to use are included) should be focused on scenarios of direct incident response rather than recommending preventative measures.

Leading the exercise

Part 1 – Setting up the Rally Course

1. Before you begin, decide how many stations and cases your rally will have – for the purposes of demonstration, these instructions are based on a rally with five stations (one case each). Don't forget to include instructions in each case indicating to which station groups should proceed next upon solving it.
2. Distribute the five stations evenly throughout the space you have available, they can all be in the same room (or in different rooms if you have access) - this exercise works best if stations are in different spaces, as it makes the rally more dynamic and competitive. If possible, try to find location for the rally that is outside the training venue where you and the participants have been working – this will be provide a welcome change of scene.
3. Each of the stations will feature a case that participants must solve using what they've learned from the training, in addition to any toolkit you provide them (see below). The rally is best done in groups, with each group sent through the course via a different route so that the response time varies and to avoid overcrowding the stations.

Resource 1: Station Order and Team Route Guide

TEAM 1	TEAM 2
Station 1 (Start)	Station 5 (Start)
Station 2	Station 3
Station 3	Station 1
Station 4	Station 2
Station 5	Station 4
FINISH LINE	FINISH LINE

Resource 2: Case Toolkit

No.	Tool
1	Virtual Private Network (VPN)
2	Antivirus Software
3	Tor Browser & Anonymous Email Account
4	Encryption (PGP keys)
5	Security Protocol
6	Immediate Response Measures
7	Gender-Based Risk Model

Resource 3: Example Cases

CASE 1

A filmmaker has just completed a documentary about forced disappearances in Mexico. One evening, she leaves her office after a late work meeting, intending to go home and send the documentary to her collaborators and relatives, as well as victims and specialists interviewed for the film. Upon arriving home though, she discovers that her apartment has been raided – worst of all, she realizes that the laptop containing the finished documentary footage is missing (with no backup available). What would

you advise in this situation?

Sample response Tool to Use (from the Toolkit): Immediate Response Measures

Recommendations:

- Notifying her contacts of what has just happened, especially those involved in the production of the film;
- Changing all passwords for her online accounts, and enabling 2-step verification where there is the option of doing so;
- Establishing a security protocol for handling and distributing edited footage in the future;
- Asking her if she has any physical or cloud backups of any raw footage, recorded interviews, images etc. that she can recover and store securely;
- Reviewing any files that can be recovered to take stock of she has available, in addition locating any of the devices or equipment she used to record and edit the documentary;

CASE 2

Olga is an activist – soon, she will begin working with a group of other women activists to document feminicides in Mexico. They will need to share documents online and discuss sensitive information over the phone, and some of the women will be commissioned to travel to certain cities for interviews with families. What do you recommend?

Sample response Tool to Use (from the Toolkit): Security Protocols

Recommendations:

- Have a group meeting to make a risk assessment

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- Agree on the digital security measures that the group will have to implement as well as the travel protocol
 - Agree on using a safe app to exchange messages such as Signal
 - Explore safe ways to exchange documents, maybe encrypting them with GPG or sending them through a safe email account such as Tutanota or Riseup.

CASE 3

Nelly is the coordinator of a project dedicated to the delivery of justice for women in her country. She was invited to give a presentation abroad, being in the airport discovers that she has remained her plan without data and has decided not to buy more balance or minutes since she will leave her country. While waiting for the plane she wants to check her mail by connecting to the airport's wi-fi network, what should she do?

Sample response Tool to Use (from the Toolkit): VPN

CASE 4

Ariadna is an Ecuadorian journalist who is working on the investigation of a case of diversion of funds. To this end, she is making a requests for information to its government. What would you advise her to use to make the request securely?

Sample response Tool to Use (from the Toolkit): Tor Browser & Anonymous Email Account

CASE 5

A feminist collective that defends women's right to decide has been harassed for a week on social networks, what could they do to protect themselves?

Sample response Tool to Use (from the Toolkit): Gender-Based Risk Model

Recommendations:

- The collective can analyze the risks of the attacks, the impacts and probabilities that the risk can increase or the violence escalate, and in this way define the tools and strategies to deal with.

Part 2 – Ready, Set, Go!

4. Divide the participants into teams depending on the size of the group – so that everyone can participate and contribute equally, it is not recommended for group sizes to exceed 5 participants. Remember to let each team choose a fun, creative name for themselves!
5. Now that the teams finalized and the stations are set up, explain the rules of DigiSec Rally to participants:
 - According to the routes and station order established in the **Station Order and Team Route Guide**, indicate to each team at which station they should begin and at which station they will end – be sure to point out where each station is to participants ahead of time so they don't get lost!
 - Teams must solve a case at each station, using what they've learned from the training and the **Case Toolkit** you've given them – they can be creative in their responses: just like in the real world, there is no "one size fits all" solution to any of the cases!
 - Give teams a moment or so to prepare themselves – then call out **"Ready, Set, Go!"**

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- The first team to work through each of the cases at every station and make it back to the starting point is the winner!
6. Once both teams have completed the entire rally course, hold a closing circle. In the circle, each team should explain their responses for each case, explaining the process by which they determined each of their solutions. Provide active feedback to teams as they explain their recommendations for each case.