# ECET2 Regional Convening Narrative Report Guide

This guide is intended as a framework for organizing your thoughts as you prepare your 4- to 5-page narrative grant report. Please consider it a brainstorming guide rather than a set of requirements, and feel free to elaborate on aspects of the convening where you feel your planning team was particularly successful, aspects that you feel could have been improved, and suggestions for other regional convening planning teams and for the Foundation and Arabella as we continue to support regional convenings. Please also remember to submit a final financial report and the raw results of your post-convening survey alongside your narrative report. If you have any questions about these reporting requirements, please contact Daniel Widome at ecet2@arabellaadvisors.com.

## Successes

* Think about the convening as a whole, from the beginning of your planning process to your post-convening follow-up with participants. What about the process are you most proud of?
* What went well, or exceeded your expectations?
* How would these successes affect your experience if you were to plan another local ECET2 convening, or provide advice for others considering the same?

## Challenges

* Think about the convening as a whole, from the beginning of your planning process to your post-convening follow-up with participants. What about the process was most challenging?
* What didn’t go as smoothly as expected, or proved more difficult than you had planned?
* How would these challenges affect your experience if you were to plan another local ECET2 convening, or provide advice for others considering the same?

## Program and Agenda

* Drawing on your post-convening survey of participants and on other sources:
	+ What was the overall nature of the feedback you received about your convening?
	+ Which speakers or sessions were particularly compelling?
	+ Which speakers or sessions were notably weak?
	+ To what degree did the speakers and discussion leaders seem well prepared?
	+ Was the agenda well-paced, with sufficient time for informal networking among participants?
* What answers or information stands out in the survey data?
* What was the most common praise of the convening from teacher attendees, and the most common criticism?
* Where in program planning did you draw inspiration and guidance from the national convening? In which areas did you believe that regional adaptation was highly important?

## Participant Experience

* Drawing on your post-convening survey of participants and on other sources:
	+ To what degree did teachers feel comfortable having frank and trusting conversations with their colleagues?
	+ To what degree did teachers leave the event feeling elevating and celebrated?
	+ To what degree was the convening meaningful and relevant in terms of supporting participants’ growth as teacher leaders?
	+ To what degree did teachers leave with plans to implement new lessons or ideas from ECET2 in the classroom?
	+ To what degree did teachers feel like this convening was relevant to their classroom, their school, and their district?
* What answers or information stands out in the survey data?
* What was the most common praise of the convening from teacher attendees, and the most common criticism?

## Community Support

* To what degree were you able to generate community support for your convening, in terms of supplementary funding, in-kind donations, local publicity, or otherwise?
* How could you use community support (or increase the amount of community support) to help ECET2 become a sustainable, recurring event in your area?

## Recommendations for ECET2 Going Forward

* Based on your experience, what recommendations would you have for other local or regional planning teams? For future national convenings?
* What support did you appreciate – or did not have and would have liked – from the Arabella Advisors team?
* What advice and feedback do you have for the Foundation and Arabella Advisors as ECET2 continues to expand through regional convenings?

## Next Steps

* What are your plans for continuing the momentum of your convening?
* How will your ECET2 planning team learn from the experience and attendee feedback?
* Do you plan to organize/host another ECET2 convening in your community?
	+ If so, how would you use the feedback you’ve received to engage more teachers in the ECET2 experience and/or achieve a greater impact in your community?